Shorthand
Complete Course For Self-Instruction

John Comstock Evans

SHORTHAND

by John Comstock Evans
Author of *Touch Typewriting*

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A PRELIMINARY STATEMENT

THIS HANDBOOK is designed to (a) meet the definite demand on the part of the everyday man and woman for a practical, self-teaching guide to shorthand, and (b) provide a text for classroom use. In both capacities it has proved eminently successful through five previous editions.

Shorthand, like longhand, is a means of representing speech by symbols. The shorthand symbols are briefer. The unique feature which makes EVANS SHORTHAND so easy to learn and to remember is that this system is related to longhand. Less effort is required to write EVANS SHORTHAND rapidly.

Speech consists of units of language which flow almost imperceptibly into one another. The units consist of either single letters of the alphabet or combinations of letters that are uttered with *single voice impulses*. The combinations are known as BLENDS, for their separate sounds blend to become each a SINGLE VOICE IMPULSE; and hence, in this system, blends—all the blends in the English language—are represented by single pen strokes.

"Thoroughness" should be the student's watchword and guiding principle in learning shorthand.

653.1
EVA

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FOREWORD

Evans Speed Shorthand is, in reality, VOICE WRITING, for its symbols are designed to represent the language UNITS of the SPEAKING VOICE, not solely the letters of the alphabet.

Simplicity, brevity, clarity, and legibility characterize this system of shorthand. It is a WHOLLY NEW SYSTEM—different in its basic conception, its structure, and its consociation with longhand. Although it is radically progressive, it has been proved to be just what it was intended to be—SUPERIOR in *ease of learning,* in *rapidity,* and, most of all, in *legibility.* And it has also been proved SUPERIOR by many years of office and reporting use. *It has been learned through home study by students in all sections of the United States.*

Its structural simplicity enables its writers to take difficult legal, medical, and scientific matter rapidly and accurately and to transcribe it correctly.

Evans Speed Shorthand is the only system having a complete alphabet. Distinctive characters are provided for *C, Q, W, X, Y,* and *Z.* Puzzling substitutes are thus eliminated.

Theory has been reduced to a minimum. Only a little more than one-third the usual theory is required. However, the system is complete, providing for useful short cuts and rational abbreviating processes. But nothing essential is omitted.

This system is easy to write because it is built around the circle. The circle is its symbol. Eighty per cent of the total fundamental characters are circles, curves, hooks, and loops—easily and readily formed.

It is rapid to write for the reasons stated above.

It is easy to read because *ninety per cent of its fundamental characters are definitely consociated with longhand.* A few are identical with longhand. *O* is a circle, *C* is like longhand, and *X* is a small cross. Vowels are identical with longhand or resemble the longhand closely. And, as vowels constitute approximately forty per cent of total characters, legibility is enhanced this much immediately by vowel forms.

Words are spelled as in longhand, silent letters (those not sounded) being omitted. Illustration: In other systems *quail* is spelled *K-W*-A-L. In this system it is spelled *QU-A-L* —just as it is in longhand (the *I* being omitted), and it is written with only two strokes as against four in other systems.

There is no reversal of longhand order of letters in shorthand outlines. Example: In other systems *wheël* is spelled *H-W*-E-L. In this system it is spelled *WH*-E-L, just as in longhand.

All characters are single strokes—the alphabet and blends. They are therefore shorter, easier, and quicker to write.

Blends are fully and logically developed for the first time in shorthand history. Every blend (consonant combination or coalescent) in the English language is represented by a single pen stroke. And there are more than twice as many blends as letters in the alphabet. Their importance is therefore apparent.

Time is saved on transcript since shorthand notes are read without hesitation.

High speed is quickly attainable because there is less theory to learn—about one-third that of traditional systems. The student's time is conserved for speed and transcription practice, and greater efficiency results.

This system is ideal for personal use, as there is little theory to learn; it is most rapid to write; and it is wholly legible.

JOHN COMSTOCK EVANS

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ALPHABET OF EVANS
SCIENTIFIC SPEED SHORTHAND

Vowels

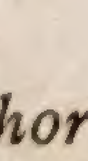
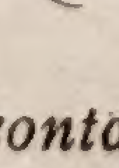
I	E	O	OO	A	U	Y

Diphthongs

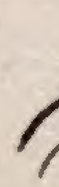
OI-OY	OU-OW

Consonants

Straight Lines

T	D	N	M	X
				

Left Curves and Right Curves

P	B	K	G	J	L	R	QU
							

Left Curves or Right Curves

S	Z	F	V
(or)	(or)	(or)	(or)

Two Short Shallow Horizontal Curves

H	W

Hooks

Left or Right	*Open Bottom*
C	Y
(or)	

SHORTHAND

LESSON ONE

Unit 1

CHART No. 1

Dot and Circle Vowels

I	E	O	OO
.	∘	O	O

What to Observe and Remember

I is a dot—the dot of longhand (small letter) script *i i*.

E is a very small circle about the size of the initial or middle circle of longhand script capital *E E* ∘.

O is a circle—the size of longhand (small letter) script *o o*.

Double-*O* (*OO*) is twice the size of *o O*.

Directions for Practice

Write the Dot and Circle vowels fifteen or twenty times in your notebook. Practice till you know them perfectly. Your practice work should look like this:

i . . . . .

e ∘ ∘ ∘ ∘ ∘

o O O O O O

oo O O O O O

CHART No. 2

Four Curved Consonants

H W L R

What to Observe and Remember

H is a short shallow downward curve.

W is a short shallow upward curve.

L is a short *upward right curve*. *L* is the first stroke of longhand script *L* —to the crossing only.

R is an *upward right curve* (the first stroke of longhand script small letter *R* . It is a half longer than L.

Practice these characters till you know them.

Words for Practice

1. Circles are written inside curves.

he hoe woe we low row high lie rye

CHART No. 3

Four Straight Line Consonants

T D N M

/ / — —

2. *T and D are written downward*—the same as the straight strokes in longhand script *T* and *D* . *D* is twice as long as *T*, the same length as the straight stroke in script small letter *D* .

N and M are horizontal strokes. M is twice as long as N.

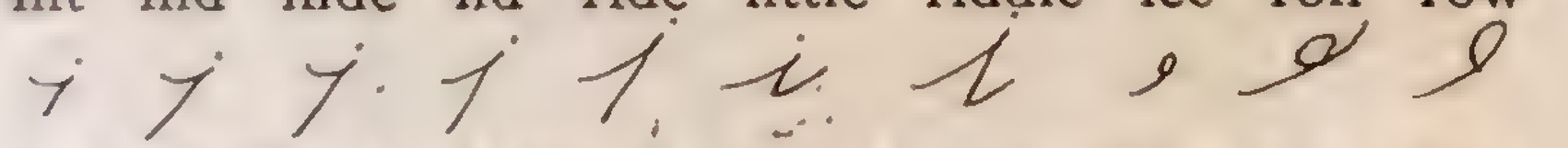
How to Practice

Write each letter in your notebook fifteen or twenty times or until you know it perfectly. *Pronounce aloud or silently as you write.*

Words for Practice

me knee no know mow moo night might meat neat

hit hid hide lid ride little riddle lee roll row



Observe: 1. When a circle is attached to a straight line it is written clockwise—in the direction in which the hands of a clock move.

2. Between two straight lines that form an angle, the circle is written outside the angle.

meet need

Unit 2

Blends

Definition and Examples

3. When two or more consonants occur together in a word and they are spoken with a single or prolonged voice impulse, a coalescent or "blending" sound results, and the blended sound —voice UNIT— is represented by a single pen stroke to secure brevity. Examples:

SH **CH** **ST**

4. *SH* and *CH* are written downward. *CH* is twice as long as *SH*. They are vertical strokes. *ST* is a shallow downward curve twice the length of *H*. Practice the blends till you know them.

Words for Practice

shy

shine

chin

chime

din

dine

dim

dime

sty

list

wrist

host

east

stone

stem

steam

lost

roast

rest

stole

steal

meadow

lime

ream

wren

room

The R Blend

5. Fourteen consonants and blends are followed by *R* and coalesce with it. These blends are indicated by SUPERSCRIPT—that is, BY WRITING THE CONSONANT OR BLEND PRECEDING *R* SLIGHTLY HIGHER THAN ITS USUAL PLACE TO ADD *R*. The usual place is on the writing line or *the line*.

Superscript Illustrated

tea tree teat treat Ted tread tot trot trod

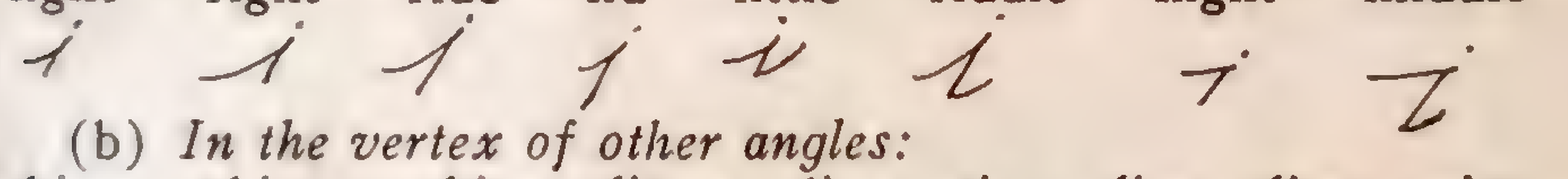
dill drill deem dream Don drone

Where to Place Dot I

6. Write the dot:

(a) *Over angles of upward tendency:*

light right ride lid little riddle night middle

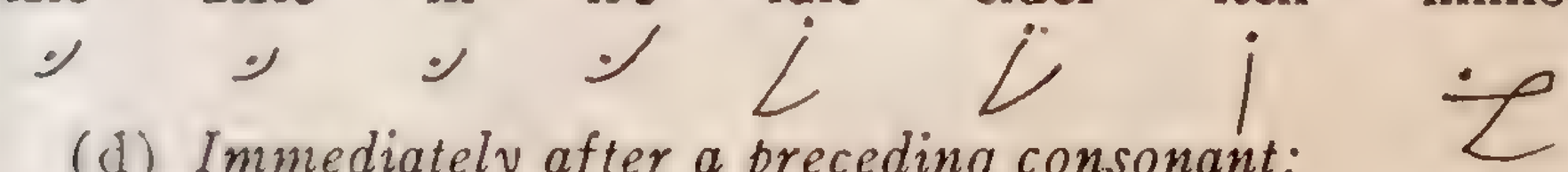


(b) *In the vertex of other angles:*

shine chime chin dime dim tin din dine rim

(c) *Immediately before consonants that follow:*

isle aisle ill ire idle eider itch immodest

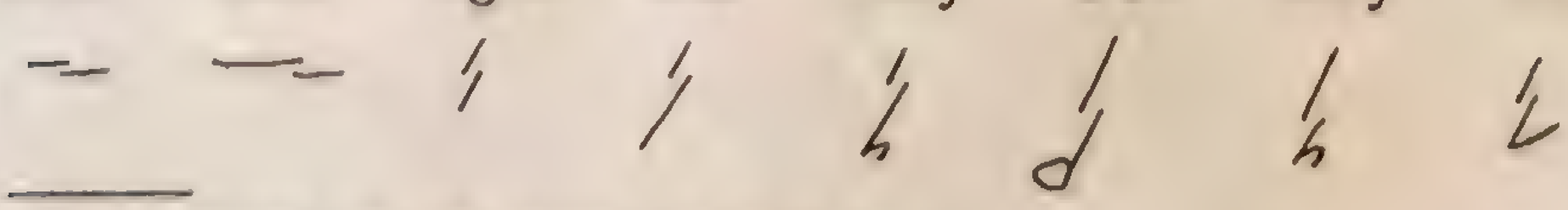


(d) *Immediately after a preceding consonant:*

tie die dye lie rye high sty nigh my shy

NOTE: When the dot is blended with a consonant that follows it, the word is divided to express *I*. For convenience of description we say the "pen lift" is *I*.

nine mine tight tide *tidy dido ditty title

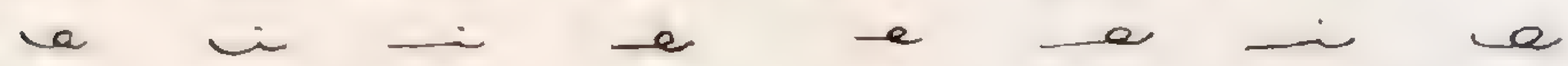


*Y as a vowel has the sound of short *I*.

Short L and Y

7. For convenience *L* is frequently represented by a very short shallow downward curve—half the length of *H* ⌣ . Short *L* is generally used after horizontal strokes and is frequently used after downward left curves as illustrated on page 23. Short *L* sometimes represents the blend *LT* at the end of a word as shown on page 40.

heel hill mile knell kneel meal mill hole



The use of *Y* as a consonant will be illustrated in a later lesson.

How to Practice

8. Write each word in the left-hand margin of your notebook in longhand. Write the shorthand five times at the right of the longhand. SPELL EACH WORD EACH TIME YOU WRITE IT, and pronounce aloud or silently.

Your notebook should look like this:

he

we

hoe

low

high

row

lie

rye

Unit 3

Vowel Sounds

9. Since shorthand is the representation of the speaking voice, or the recording of spoken language by means of adopted symbols to represent VOICE UNITS, *it is most important that the student pronounce words correctly*, that he enunciate distinctly, and that he learn exactly the sounds of vowels, consonants, and blends.

The student should pronounce each word and each *vowel sound* aloud several times.

Dot and Circle vowels have two sounds each—short and long as illustrated below:

Short *I* as in	hit	lit	nit
Long *I* as in	night	might	light
Short *E* as in	net	met	hem
Long *E* as in	me	meet	meal
Short *O* as in	on	hot	tot
Long *O* as in	own	home	note
Short *OO* as in	hood	wool	stood
Long *OO* as in	moon	room	stool

After practicing the above sounds the student should write each word five times in his notebook, spelling the word as he writes and finally pronouncing the word aloud after writing it.

The sounds of *A*, *U*, and *Y* are illustrated on page 15, but they should not be studied until that page is reached.

Unit 4

Words for Practice

Write each word five times

hot

hod

heat

head

mean

moan

known

noon

moon

meet

metal

meter

*need

needle

moat

mode

remote

remodel

†moment

odd

ode

ore

no

know

mow

dough

row

team

ream

hem

lemon

toll

dole

hole

tile

dial

loam

room

*A circle is written outside an angle.
†The suffix *ment* is represented by *M*.

Unit 5

Speed Graphs

Origin and Importance

10. The letters of the shorthand alphabet have word values. For example: *T* represents "it" and "to"; *N* represents "in" and "not"; *M* represents "am" and "more" etc.

Speed Graphs are usually a part of the word they represent; hence, they are easily learned and remembered.

Speed Graphs are used for brevity and speed. Their name indicates the latter purpose. *They must be committed and remembered*. The student failing to do this will pay dearly for his neglect later.

Practice each Speed Graph in your notebook twenty times or until you know it perfectly.

it, to /

had ⌣

her, hear, here ⌣

do / do not ∠

in, not —

am, more —

the (in the ⌣

this)

is, his (or)

well, will)

are, air)

were ⌢

shall, ship |

short |

change /

charge |

church :/

*I •

who ○

a, an •

if •

street, saint ⌣

you, your-s ∩

year ⌢

---

*"*I*" is written *above* the line, "a" and "an" are *on* the line, "if" is *below* the line.

Speed Groups

11. Speed Groups are formed by joining words, usually Speed Graphs or Speed Graphs and other words. Their purpose is to save time and increase speed.

I am I will I do I had he had he will she will

1.

2.

it will you will you are we will we are—are not

1.

2.

he will not I had not I will not we shall—shall not

1.

2.

to you do you will you are you with you we do

1.

2.

who will who are who will not who are not we *were

1.

2.

---

*At the end of a group *W* may represent "were."

Unit 6

Sentences to Be Read and Practiced

(a) *

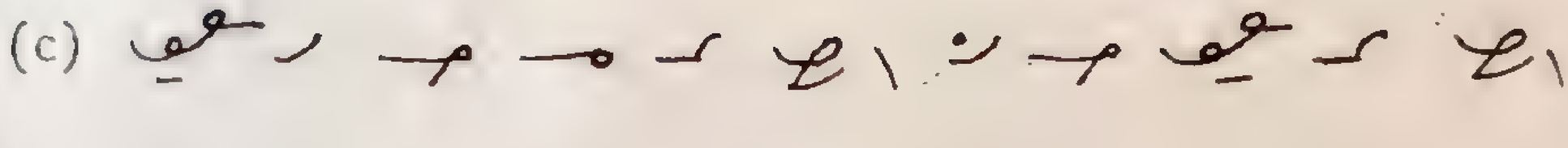
1.

2.

(b)

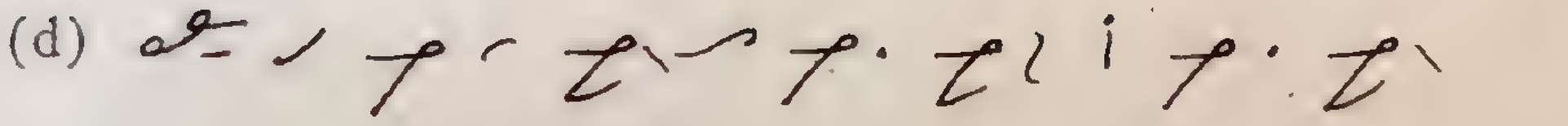
1.

2.

(c) 

1.

2.

(d) 

1.

2.

**Punctuation:*

Period .—\—.
Quotation marks " "
Parentheses ( )
Question mark ⟨

Dash .—/—.
Paragraph ending ×
Proper noun_(tick beneath word)

Sentences to Be Written

(a) I trod on a nettle.

1.

2.

(b) He will trim the willow tree.

1.

2.

(c) Don will not meddle with the hot metal.

1.

2.

(d) The drone will not know Rome or room.

1.

2.

(e) Will you write change, charge, church, shell, ship, short, he, she, her, hear, it?

1.

2.

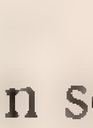
CHART No. 4

Left Curve Consonants

P B K G J

12. The left curves *P* and *B* are written *downward*. *P* is half as long as *B*. They are slightly slanted.

K, *G*, and *J* are written *upward* at a considerable slant.

K is the left curve upward stroke in script 

G is the finishing stroke of script capital

J is the finishing stroke of script

Practice these consonants in your note book till you know them perfectly. Pronounce as you write.

Words For Practice

pie buy Poe beau pea bee kit kite pot go Joe

CONSONANT C or

13. The left hook *C* is like script *C* except the finishing stroke is shortened. *C* is also written as a right hook to form better joinings in certain cases.

Words For Practice

cot coat comb cod cede cite ceiling cob city

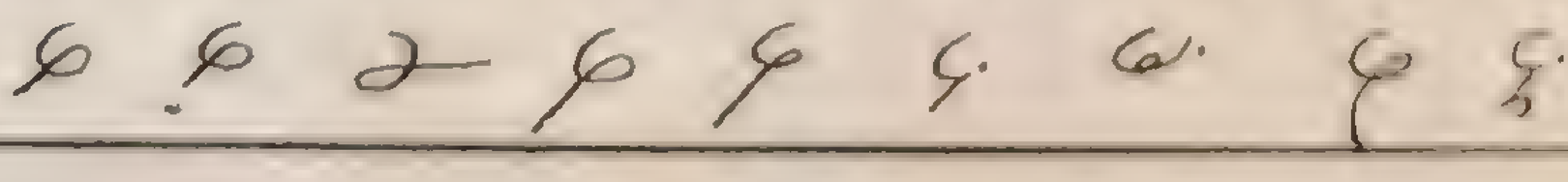


CHART No. 5

Angle and Hook Vowels

ANGLE A HOOK A HOOK U HOOK Y

14. Any angle may represent *A*. Angle *A* is derived from the top part of longhand print capital *A* — the angle only. *U* is a hook open at the top just like the hook part of script *u*.

Angle A Illustrated

aim may tame mate dame made maid late lad raid

pan ban bane pain sham chain ran lane hat rat

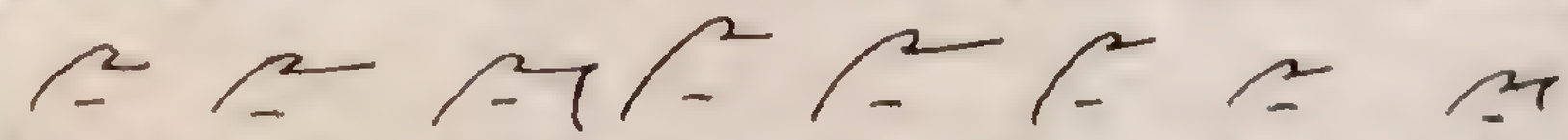
cat cake came cane pack back Kate gate Japan

Write each word five times. Spell and pronounce as you write.

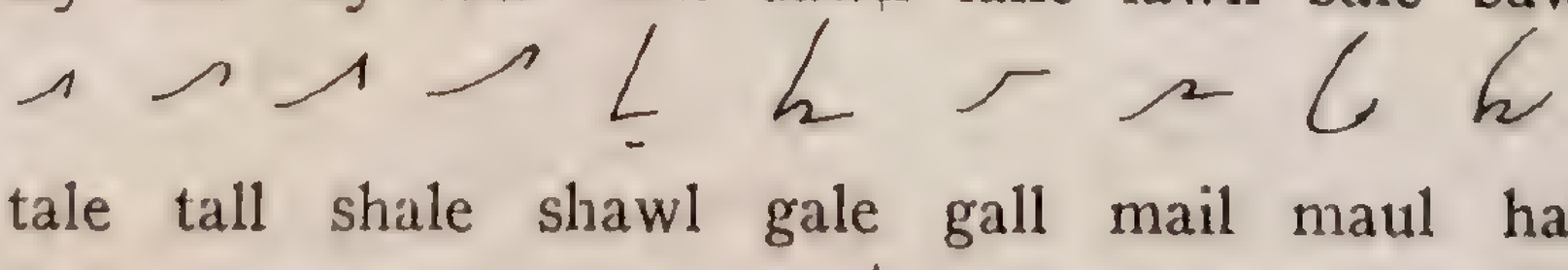
Two Functions of Hook A

15. Hook *A* is used to form more facile joinings in a few instances; and to distinguish the broad sound of *A* when necessary to do so.

gain game gamp Jane jamb Jan. khan Kansas



lay law ray raw Dan dawn lane lawn bale bawl



tale tall shale shawl gale gall mail maul hall

NOTE. Not every angle is *A*; but when *A* is necessary to the sense of the word, the angle represents *A*.

Unit 2

Sounds of the Vowels

A U Y

16. *A* has four sounds:

Long *A* as in ate Kate hate late

Short *A* as in at hat rat cat

Broad *A* as in law raw tall bawl

Italian *A* as in palm calm *arm †ask

U has two sounds:

Long *U* as in mule mute tune pew

Short *U* as in hut mut rut cut

Y (in shorthand) has only one sound—that of:

Short *I* as in lady tidy shady

NOTE. In consociating Evans Scientific Speed Shorthand to longhand, *Y* is used as both a consonant and a vowel.

Y as a consonant illustrated: yoke yet yell

Although hook *A* and *Y* have the same form, no confusion results therefrom in actual practice.

A few words with different meanings have the same shorthand outline but the sense of the context will indicate what word should be used. Examples: hat hate at ate

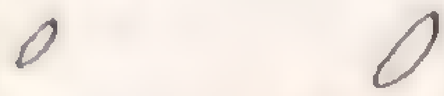
AR is a deep narrow hook. See Art. 27.

†Speed Graph.

Unit 3

Diphthongs

OI-OY **OU-OW**



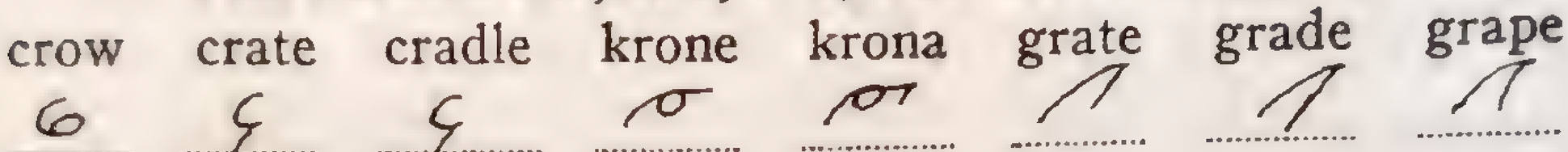
17. *OI-OY* is a small loop; *OU-OW* is a large loop. Practice the loops. Pronounce aloud or silently.

Diphthongs Illustrated

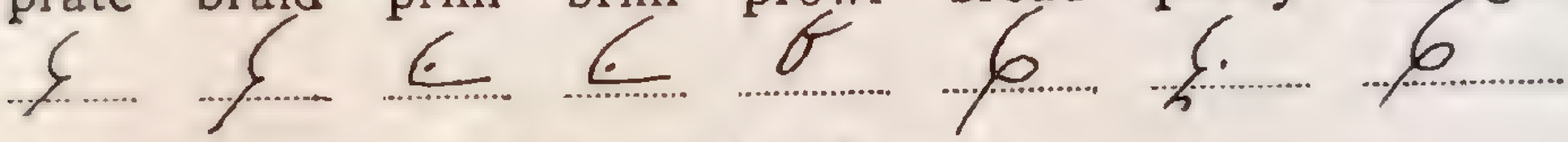
bow how now cow allow row boy joy coy *foil

The Blends CR, KR, GR, PR, BR Illustrated

crow crate cradle krone krona grate grade grape



prate braid prim brim prowl broad pretty brought



Words for Practice

pack back bag badge page make knack wage wedge

pick brick creek crock wig big brig brain prow

pad paid bad wake walk take talk wait wail caw

rail last least lost lust rest roast host came

bell bowl towel dowel *grieve grove crape grip

lock rock lodge leg ledge kill †lake lack wreck

leak †rag rug rage gage rail lair hair hail hill

---

*F and *V*, page 23.

†Between curves in opposite directions *A* is understood when necessary to the sense of the word.

Unit 4

Speed Graphs

of ..c.., or ..o..

over ..o..

us ..u.. , use ..u..

as, has ..a..

usual-ly ..u..

all ..c..

cause ..ɔ..

because ..ɔ..

if .....

answer ..ɹ..

into) and)

put ..(..

please ..(..

be, by ..(..

but, been ..(..

hand, and ..)..

special ..ɔ..

capital-ol ..{..

can, come ..c.. or ..ɔ..

car, care ..c.. or ..ɔ..

call ..c.. or ..ɔ..

credit-or ..6..

jury ..ɾ..

yes (es) ..ɾ..

good ..ɾ..

great .....

glad .....

girl .....

give-n ..ɾ..

just ..ɾ..

judge ..ɾ..

gentlemen ..ɾ..

him ..—..

yesterday ..2..

any - my ..→..

many .....

money .....

market .....

mistake-n .....

was ..ɔ..

today .....

data ..ɾ..

collect ..6..

correct ..6..

Speed Groups

to the to come to go to give to you do you of the

1.

2.

in the on the and you and you are may be he is

1.

2.

if you will - not if you are - not I will be - put

1.

2.

has been will be will not be if you will be as is

1.

2.

he will he will not be we shall we shall not be

1.

2.

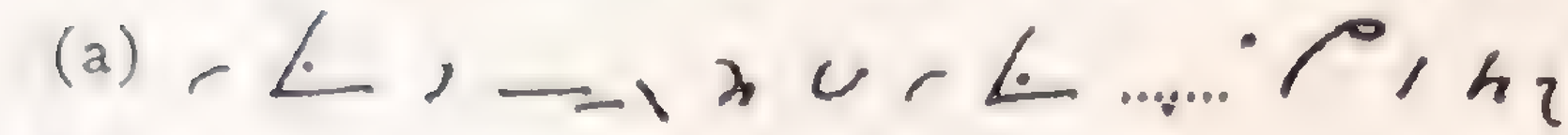
with you can you into the and the it is it is not

1.

2.

Unit 5

Sentences to Be Read and Practiced

(a) 

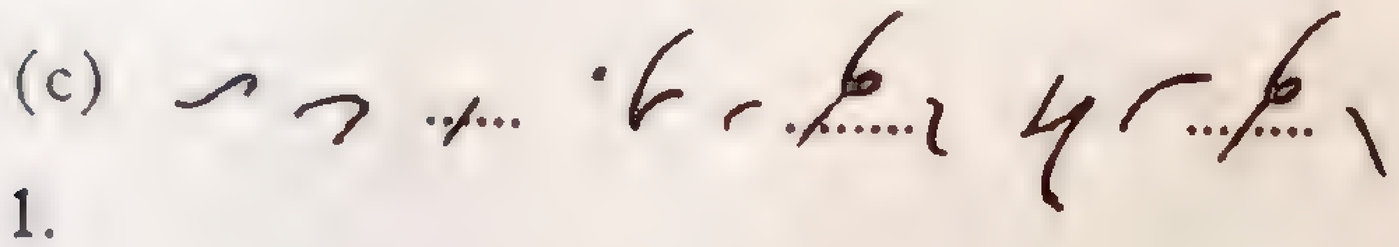
1.

2.

(b)

1.

2.

(c) 

1.

2.

(d)

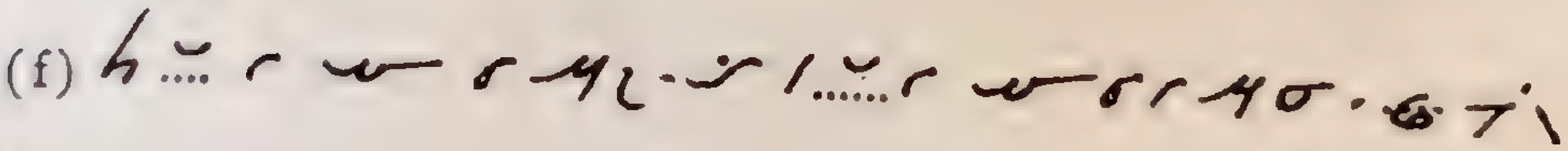
1.

2.

(e)

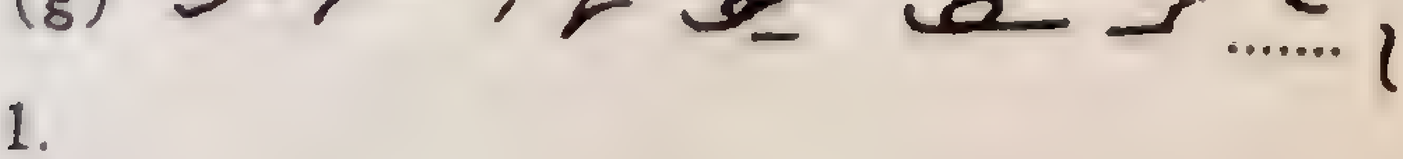
1.

2.

(f) 

1.

2.

(g) 

1.

2.

---

*Clean. See page 24 *till.*

Sentences to Be Written

(a) John ate the ham and bun. Joe ate a big bun.

1.

2.

(b) The note will be due June 1. Will you pay it?

1.

2.

(c) Will you drill with us now? I shall drill with you.

1.

2.

(d) The gentlemen are in the hut in the dale.

1.

2.

(e) Will you go to the game with me if I pay your way?

1.

2.

(f) I shall be pleased to go to the game with you.

1.

2.

(g) Dan will not take the ticket at the gate, will he?

1.

2.

(h) Dale will greet us here today, and I shall greet him.

1.

2.

(i) I will meet the maid at the train today if she gets here.

1.

2.

(j) Don is making a dam in the stream by the mill.

1.

2.

The Blend TH

18. *TH* is a short shallow *right* or *left* curve written *upward.* Speed Graphs: the this there

Illustrative Words

heath hath path bath both breath lath wrath

thee thin these theme throw thrive threw three

The Consonant X

19. The consonant *X* is a cross like longhand. A short straight line through another consonant or vowel indicates *X*.

exist exit fix mix six expect expose box *vex

fox examine examination Dixie lax wax sax ox

Past Tense, ING, INGS, INGLY

20. The past tense is usually expressed by a tick, but if the *TD* or *DD* is clearly enunciated, the blend stroke is used.

Ing is a dot; *ings* is a detached *s; ingly* is the *LY* stroke detached.

blushed cashed rated going knowingly noted earnings

SH represents any syllable pronounced *shun.*

notion motion lotion vision portion mention rotation

*See page 23 for *F* and *V*.

CHART No. 6

Right or Left Curves

Written Downward

S Z F V

(or) (or) (or) (or)

21. *S, Z, F,* and *V* are written downward as either right or left curves. The object of writing them either way is to form facile joinings. *An acute angle should be formed when possible.* Observe length and slant as above.

The Acute Angle Illustrated

sat fat vat fad sail fail vale fan vain fast vast

When to Use Short L

22. On page 6 we learned that short *L* is used after horizontal strokes. mail ـــــل mile ـــنـ meal ـــعـ

heel ـــهـ still ـــنـ hole ـــعـ Nile ـــنـ steel ـــعـ

Short *L* is generally used after a downward left curve usually in unaccented syllables.

maple ripple people nipple gable label stable fable

NOTE: Regular *L* is used in the following words:

impel compel rebel expel complement compliment implement

On page 40, line 6, we find short *L* is used to represent *LT* at the end of a word. pelt ـــلت belt ـــلت silt ـــلت

colt ـــلت salt ـــلت fault ـــلت vault ـــلت volt ـــلت

Unit 2

The L Blend When L Follows a Consonant

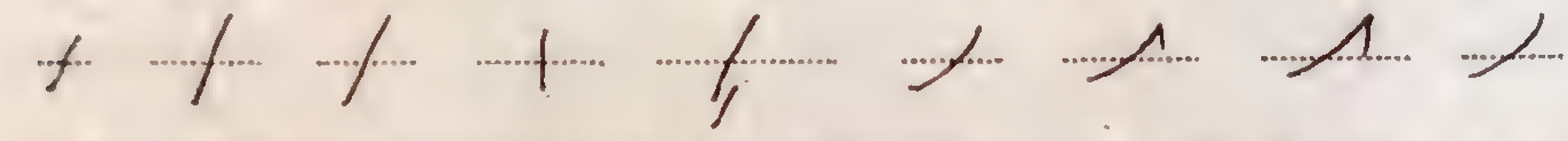
23. Fifteen consonants and blends are followed by *L* and coalesce with it. Hence, *L* blends are quite useful.

24. Writing a consonant or blend *subscript* (lower than its regular place) adds *L* to a curve and *EL* to a straight line. However there are two exceptions to this rule: Writing *R* and *V* subscript adds *EL*.

Initial consonants are written through the base line.

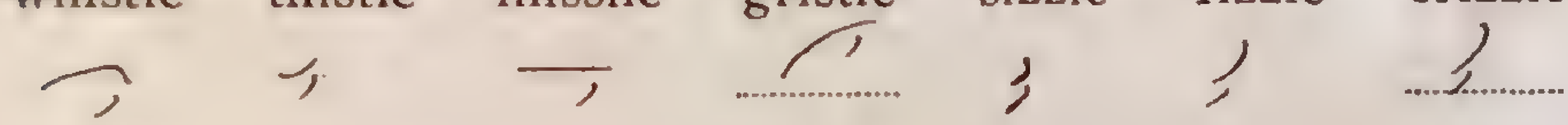
blow blue blot plot plate blight blame black plum

tell deal dell shell delight real relay relish reel



25. Medial consonants are frequently written subscript to add *L*. And, by dividing the word often *I* is expressed also.

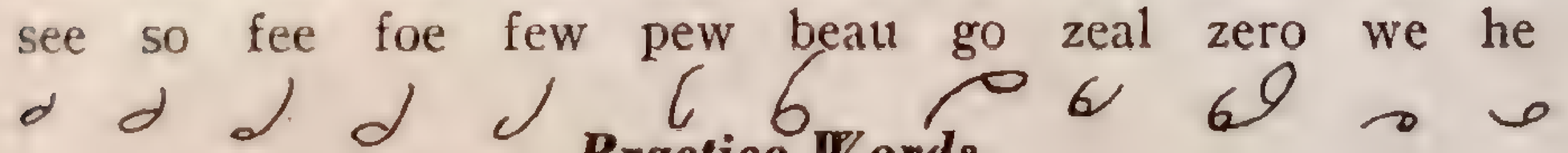
whistle thistle missile gristle sizzle fizzle frizzle



complain complete implicit explicit inflame reflect

26. Circles and hook are written inside of curves.

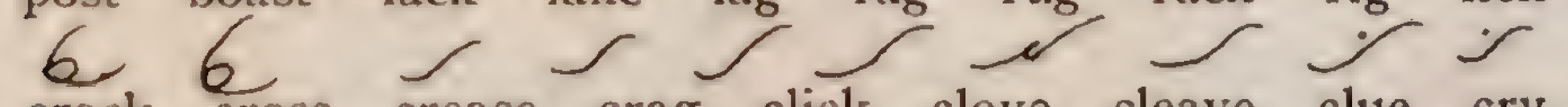
see so fee foe few pew beau go zeal zero we he



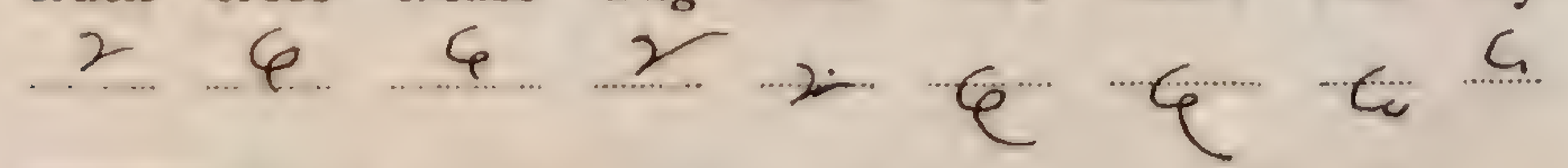
Practice Words

race rice ice chance dance nice mice council-sel

post boast *lack lake lag rag rug rack rig lick



crack cross crease crag click clove cleave clue cry



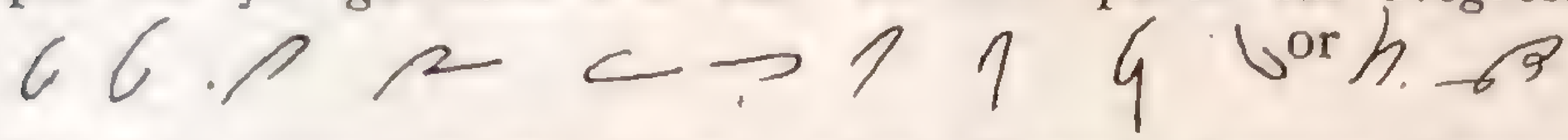
*A is understood between reverse curves.

Unit 3

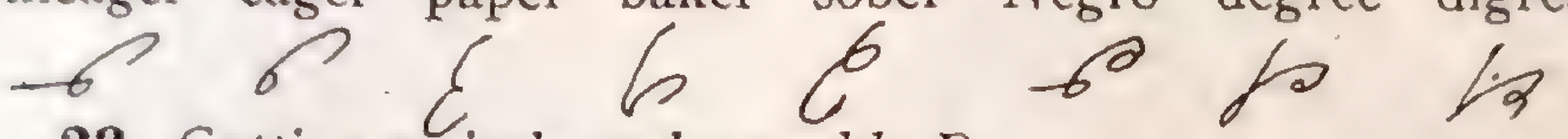
R Blend when R Follows a Vowel

27. *Enlarged hook A expresses AR* ⌒ *U* ⊂ ⊃ This hook may also express *ER* at the end of a word when *E* and *R* blend. And, sometimes the same hook may express *R* only.

par bar jar garment arm mar art arch parch far Negress



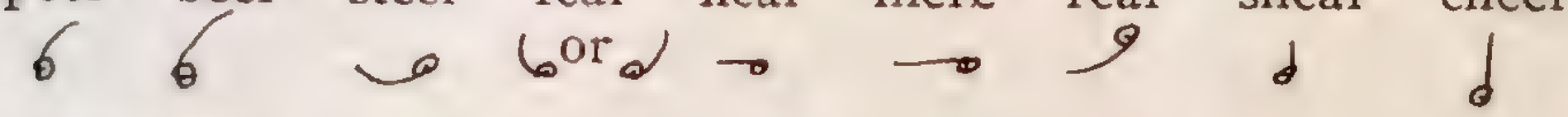
meager eager paper baker sober Negro degree digress



28. *Cutting a circle or loop adds R.*

pour bore wore store gore core bower lore power

peer beer steer fear near mere rear shear cheer



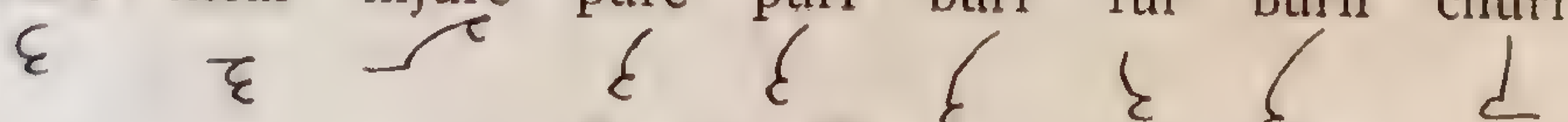
29. *Writing final or medial I superscript adds R.*

tie tire die dire wire hire mire chirp fire stir

pyre buyer shy shire birch birth firth (TH Art. 18)

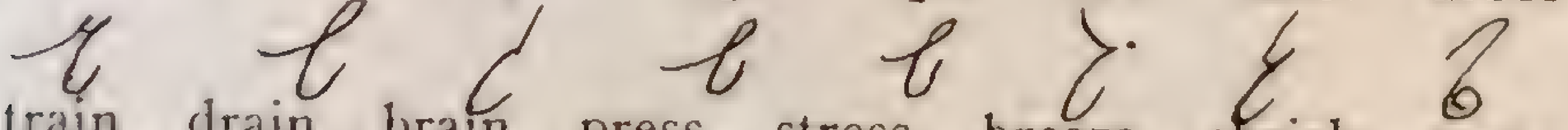
30. *Turning U on its side adds R.*

cure incur injure pure purr burr fur burn churn

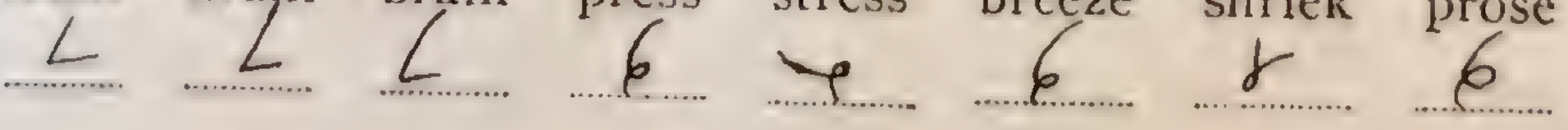


Practice Words

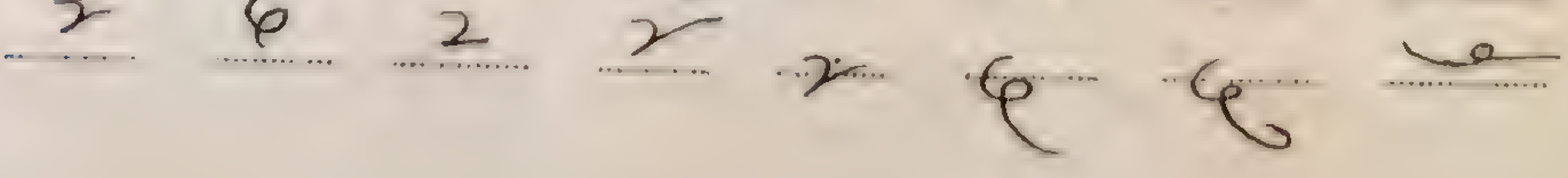
rubber robber taper reaper leper fiber tuber arbor



train drain brain press stress breeze shriek prose



crack cross crane crag click clove clever stream



Place Comparisons

Superscript R Blends—Subscript L Blends

Compared with each other and with words having same outline but written in regular place.

fate
freight
flat

fight
fright
flight

fee
free
flee

bake
break
black

go
grow
glow

boat
brought
bloat

foe
fro
flow

fame
frame
flame

best
breast
blest

fees
freeze
fleas

feet
fret
fleet

pun
prune
plum

book
brook
block

folk
frock
flock

fail
frail
flail

gas
grass
glass

bush
brush
blush

cash
crash
clash

The SL Blend Illustrated

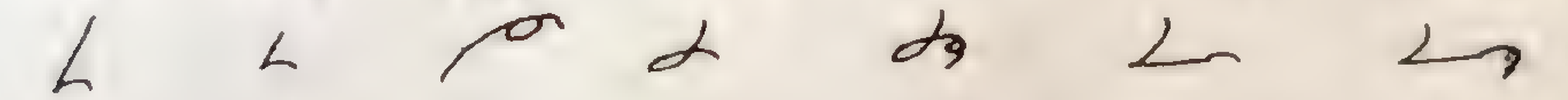
slate sleet slight sled sleep slip slide

slow slope slain slam slim slice slosh

LY and RY Blends

31. *LY, LI, LEY, ALY,* and *ILY* are expressed by W at the end of a word. *RY* and *RI* are expressed by a curve twice the length of *W* at the end of a word.

daily tally jolly folly follies family families



dairy dairies tarry tarries worry worries weary

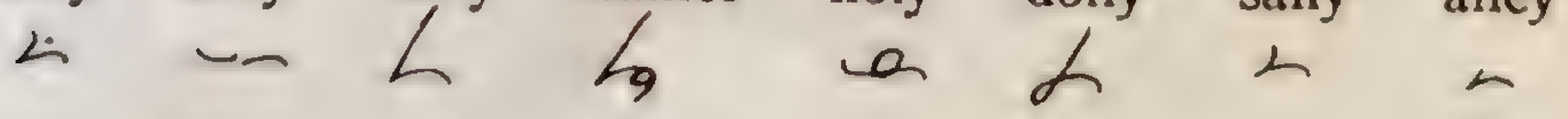
Mary marry marries valley volley volleys valleys

factory factories battery batteries watery flattery

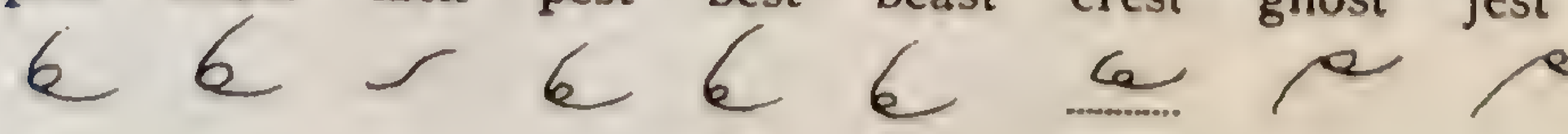
Tory Tories story diary diaries flurry furry airy

blue blew brew crew clot clothing calm cram claim

silly hilly daily dallies holy doily sally alley



post boast lack pest best beast crest ghost jest



Unit 4

Speed Graphs

this

that

there

for or

have or

from or

son, sun

soon

very or

ever-y or

cover

regard

regret

regular

they

year

order

opinion

position

about

gave

practice-d

practical

careful

summer

enough

sufficient

give-n

money

month

bill

become

immediate-ly

*learn

let-ter

name

newspaper

object-ion

our-hour

business

behind

character

*See page 55.

Speed Groups

may be may have may have been is not he is not-going

1.

2.

she is not it is not this is this is not that is not

1.

2.

I am not is this is that is there there is not-to be

1.

2.

for you from you have you have you been for the-good of

1.

2.

from the we have they have I have your letter-we

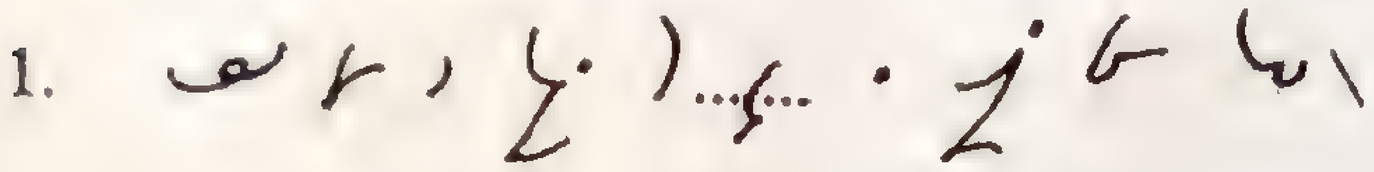
1.

2.

Unit 5

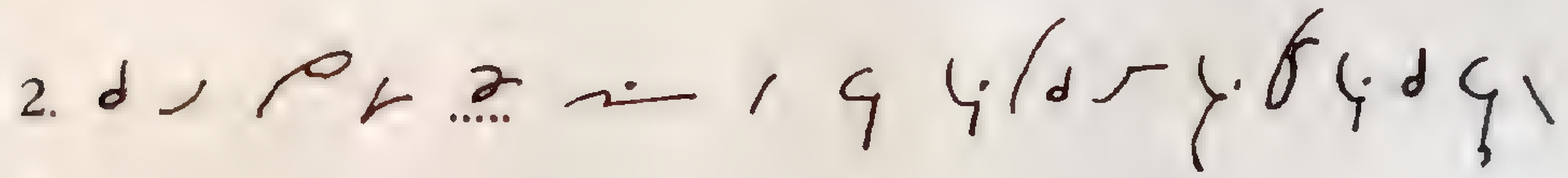
Sentences to Be Read and Practiced

DIRECTIONS: Read each sentence. Then, write it in your notebook three times. Read your notes aloud or silently. Then fill the blank spaces below.

1. 

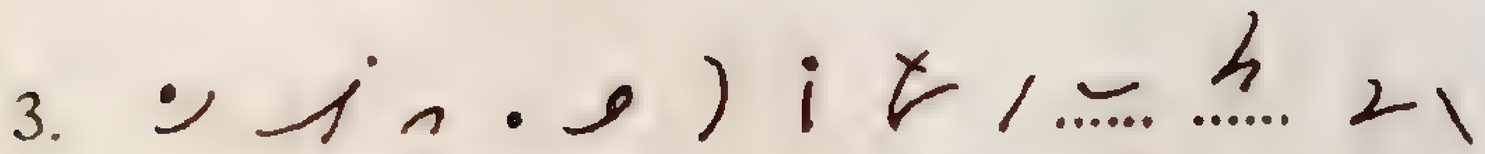
(a)

(b)

2. 

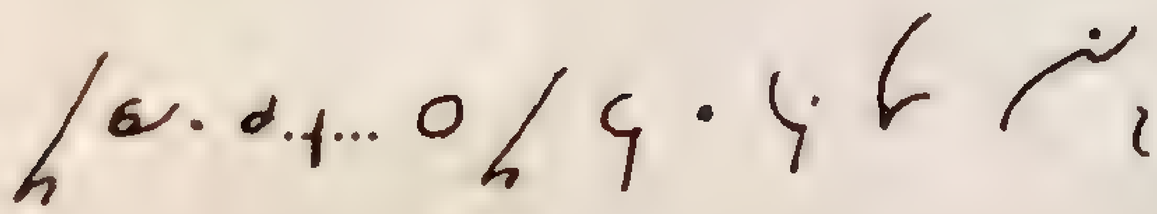
(a)

(b)

3. 

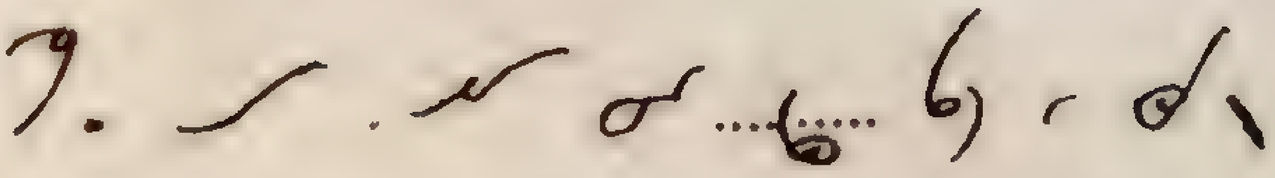
(a)

(b)

4. 

(a)

(b)

5. 

(a)

(b)

Sentences to Be Written and Practiced

(a) Have you seen my oxen? I saw your ox eating grass.

1.

2.

(b) Do not go to sleep on the fence; you might fall off.

1.

2.

(c) The high tax this year will vex our people.

1.

2.

(d) Do not seek a rear seat. I do not like a rear seat.

1.

2.

(e) I *swam a river of great size. Did you swim a river?

1.

2.

*SW _. See page 41.

(f) The fish has a fin and the bear has a pelt.

1.

2.

(g) *Ocean Grove has a camp meeting every summer.

1.

2.

(h) Will you go to the camp meeting in Ocean Grove this summer?

1.

2.

(i) I shall go if I have money enough to pay my way.

1.

2.

(j) How much money will it take to go for a month?

1.

2.

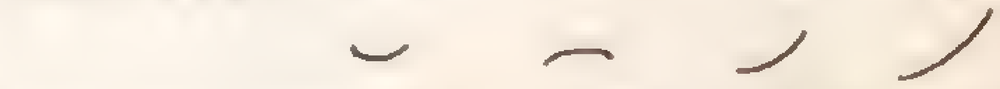
---

*Ocean 9 .

BRIEF SUMMARY REVIEW
of
LESSONS ONE, TWO, THREE

Dot and Circle Vowels: I E O OO

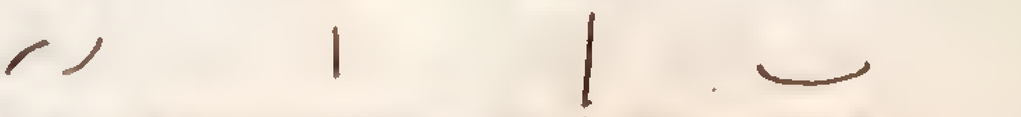
Four Consonant Curves: H W L R



Four Straight Consonants: T D N M

(Remember T and D are written downward.)

Four Blends: TH SH CH ST

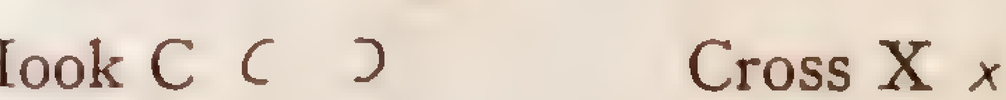


Five Left Curves—Two *down* and three *up*

P B K G J

Angle and Hook Vowels: Angle A Hook A U Y

Diphthongs: OI-OY OU-OW

Left or Right Hook C  Cross X

Right *or* Left Downward Curves: S Z F V

Review Speed Graphs and Groups in these lessons.

Use Short L: (1) After horizontal strokes. still

(2) After downward left curves. apple

(3) To represent *LT* as the end of a word. fault

Practice again all the above fundamental characters.

Read again the shorthand sentences in Lessons One, Two, Three.

Write again the longhand sentences in shorthand.

Write in shorthand ten easy sentences of your own composition and read them aloud.

PRACTICE ON PLACE BLENDS

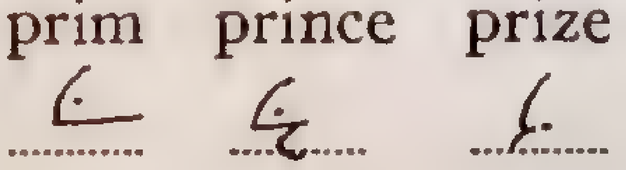
Superscript R—Subscript L

BL blue blur bloat

BR brag brick brain

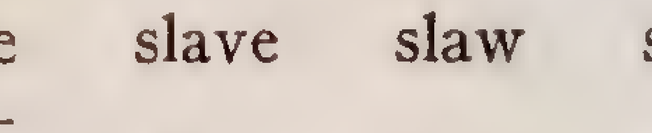
CL class close clay

CR cross crease crop



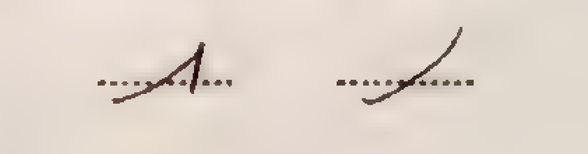
DR drag draw drive

TR trace track *tramp



FL flail flax flue

FR frail freak fritter



GL glace glare glee

GR grain grate grease

PL plan plea place

PR prim prince prize

SL slate slip sleep sledge slave slaw sling

TEL tell telephone teller *REL* relation reel

VEL velvet vellum

Review pages 25 and 27.

Joe and John will go to the city to get a job in an airplane factory.

NOTE: *A* is generally understood between reverse curves.

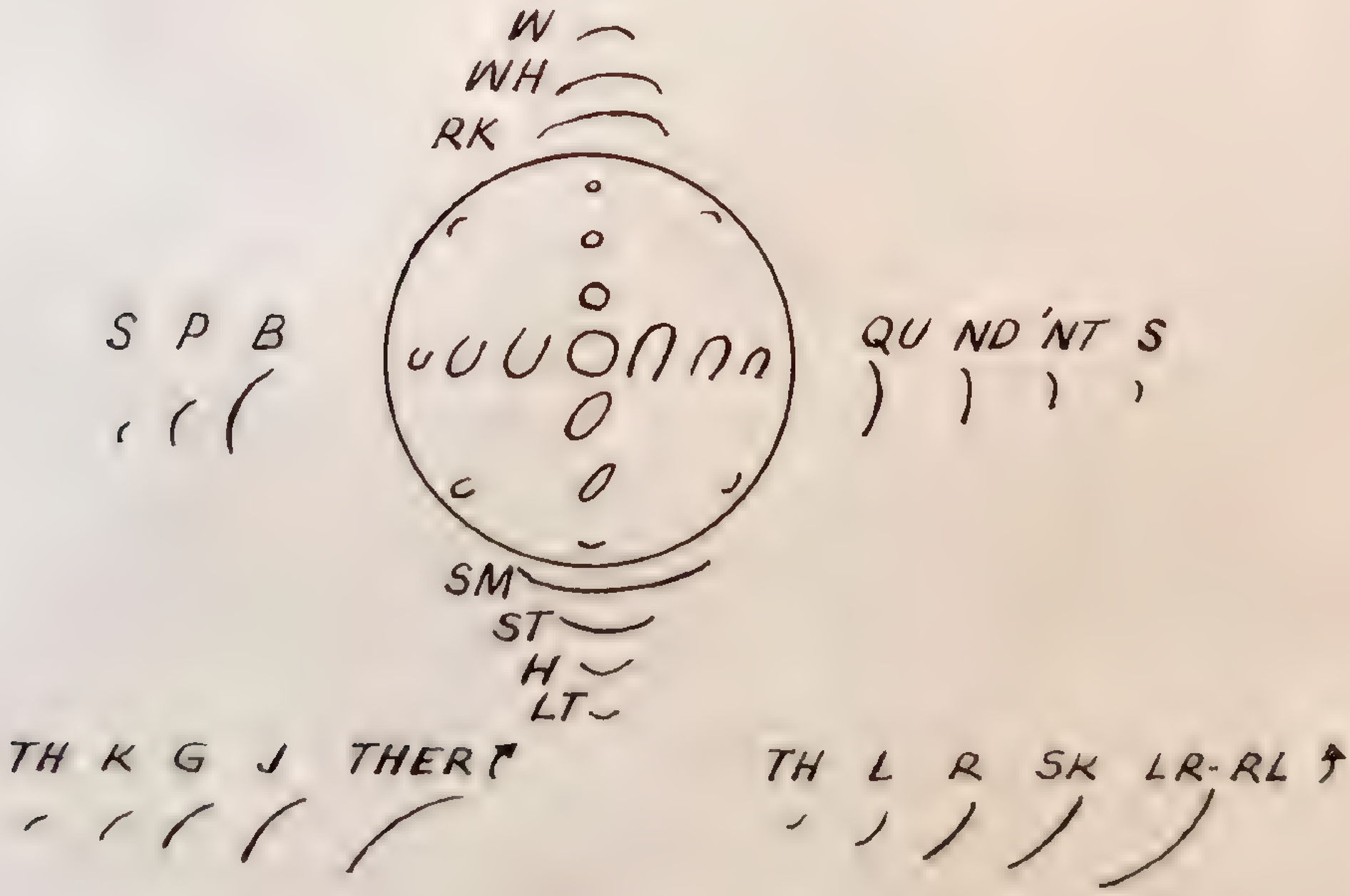
pale pear pair bale bear rag lake rage

**MP* is *M* slanted downward. *SK* is a right curve a half longer than *R*.

EVANS SCIENTIFIC SPEED SHORTHAND
IS
BUILT AROUND THE CIRCLE

Lessons Four and Five are devoted to the study of Blends. But, before beginning their study it is well to observe that 80 per cent of the alphabetic characters are "built around the circle" so that they are easily formed and are, therefore, rapid to write. And, in addition they are most legible.

Of total strokes 80 per cent are circles, curves, hooks, and loops.



See pp. 100-101.

Importance of Blends

32. Blends shorten outlines, increase speed, and make reading easier. Hence, they should be carefully studied.

Blends consist of consonant combinations and vowel-consonant combinations spoken with a single or prolonged voice impulse. And, for convenience a few syllables are classed as blends although they are not pure blends.

ALL BLENDS ARE SINGLE PEN STROKES IN THE EVANS SPEED SYSTEM instead of two or more strokes as they are in other systems. See pages 39, 40, 41, 49, 100, and 101.

There are two general classes of blends: *Form* and *Place*. And, each general class consists of two kinds.

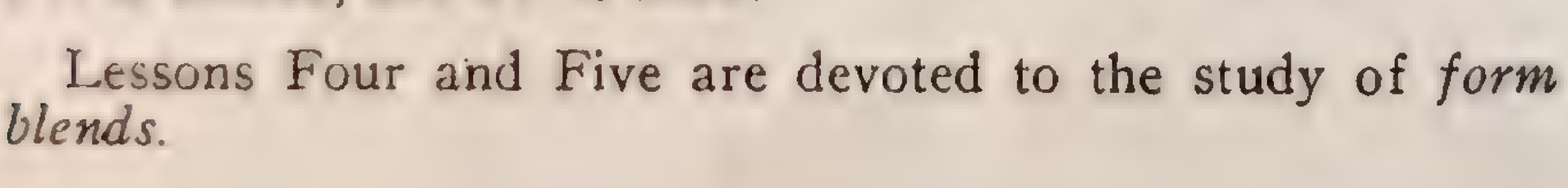
Form blends are: (a) *Original* — those not derived from other characters, and (b) *Relative* — those derived from or related to basic shorthand characters. About three-fourths of total Form blends are Relative.

Place blends are of two kinds: *Superscript*, those written slightly higher than the usual place to add *R*, and *Subscript*, those written slightly lower than the usual place to add *L* or *EL*. Place blends do not differ in form from the basic characters. For example, *B*, *BR*, and *BL* are identical in form. *BR* is simply *B* (the basic character) written higher than the usual place which is on the writing line. *BL* is identical in form with *B*. But to add *L*, *B* is written slightly lower than the regular place.

The Relative Form Blend MP Illustrated

33. *M* is a horizontal stroke like this — . *MP* is *M* slightly tilted like this — .

stamp lamp vamp ramp camp imp limp lump damp



NOTE: *PR* is the most frequently used blend in our language; *TH* is second, and *ST* is third.

Lessons Four and Five are devoted to the study of *form blends*.

How Original Blends Are Formed

34. As already stated blends shorten outlines and hence increase speed, and make reading easier. These facts will now be illustrated.

Take the word *straight*. In this system it is written with only two pen strokes as compared with five in another well-known system. The shorthand outlines compared: Evans ; the other . It is evident that two strokes can be read more quickly than five. Also, it is plain that two strokes can be written more quickly and easily than five.

As a blend occurs in every third word on the average, their value is evident.

We have already studied *Place Blends* (superscript to add *R* and subscript to add *L* or *EL*) in Lessons One, Two, and Three. Lessons Four and Five treat of Form Blends. Original Form Blends are single pen strokes arbitrarily devised for the purpose stated above.

Refer to Lesson Four, Unit 1.

TH is a short right or left curve written upward. Half the length of *K* or *L*. TH K TH L .

WH is twice as long as *W*. W WH . *RK* is three times as long as *W*. W RK .

NK, *NG*, and *NCH* are downward right curves as shown.

As *Q* is always followed by *U* the blend represents *QU* and not *Q* alone. It is a downward right curve the length of *B*.

RT is exactly like *H* but *H* is never sounded at the last of a word and *RT* occurs only at the terminal end of words.

Refer to Lesson Four, Unit 3.

ST is twice as long as *H*. *SM* is three times as long as *H*.

SH, *SN*, and *SW* are written as shown.

SK is three times as long as *L*. L SK

SP is a large loop open at the bottom.

How Relative Blends Are Formed

35. Relative blends are derived from and definitely related to the letters of the shorthand alphabet. They are expressed by:

(1) *Superscript,* which has been previously explained. (See pages 5, 26, and 34.)

(2) *Subscript,* which has also been explained previously. (See pages 24, 26 and 34.)

(3) *Joinings.* (Turn to Lesson Four, Unit 2.) *MEN-NEM-MEM* are *M* and *N* joined. *TED-DET-DED* are *T* and *D* joined.

(4) *Modified joinings. LR-RL* are *L* and *R* joined, but the angle between is disregarded so as to form a single continuous stroke.

(5) *Shortening. LT* is half the length of *H*.

(6) *Lengthening. THER* is the left curve for *TH* greatly lengthened.

(7) *Straightening. LD* and *RD* are *L* and *R* straightened.

(8) "Cutting corners" to form curves or semi-loops. (Turn to Lesson Five, Unit 1.) NT) "cutting the corner" ND) TM (etc. *JENT* is *J* (and *NT*) joined ( ).

CHART No. 7

Original Speed Blends

TH WH NK NG NCH QU RT

CH CT RK

Illustrative Words for Study and Practice

36. whack whine whim whale while wheel what

sank sang song sink sing cinch wink wing winch

queen queer quote quail quack quick quoth quite

port pert bort sort fort heart start cart court

edict depict evict *convict deject attract addict elect

work fork cork mark park bark jerk quirk stork ark

quire †require esquire quibble †frequent equipment quiz

---

*K for "con," "com," "coun."
†R often represents the prefix "re."

NOTE: The blends *CH* and *TH* were studied on pages 4 and 22.

CHART No. 8

Relative Form Blends

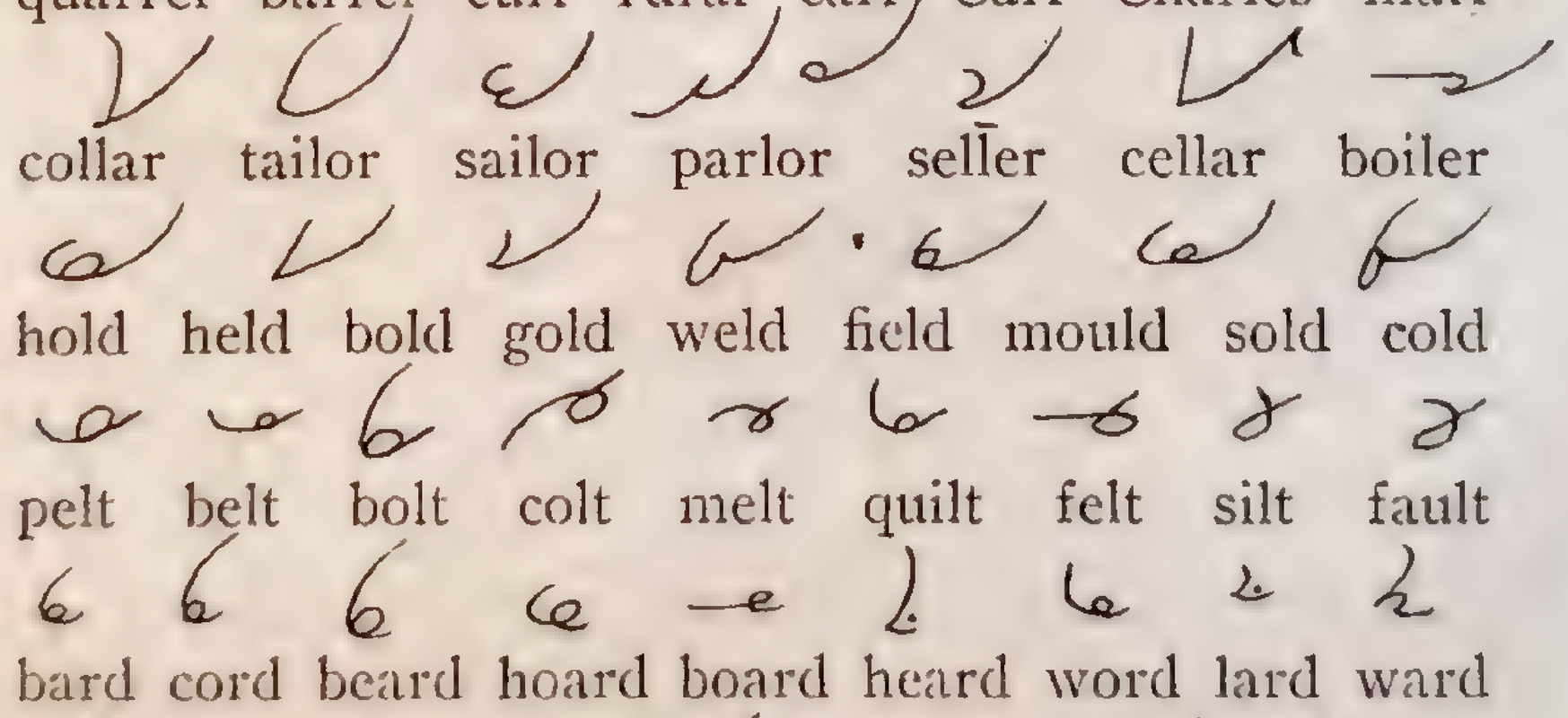
MEN-MEM-NEM TED-DET-ED LR-RL LD

LT RD THER *MP

37. *L* is straightened and shortened to form *LD*. *RD* is straightened *R*. *LT* is short *L*.

men mention mental remain-remember member manage

did-date-debt-dead today-data details determine



quarrel barrel curl rural earl Carl Charles marl

collar tailor sailor parlor seller cellar boiler

hold held bold gold weld field mould sold cold

pelt belt bolt colt melt quilt felt silt fault

bard cord beard hoard board heard word lard ward

guard garden guardian roared stored steered jeered

other another mother either neither weather whether

*MP is illustrated at bottom page 36.

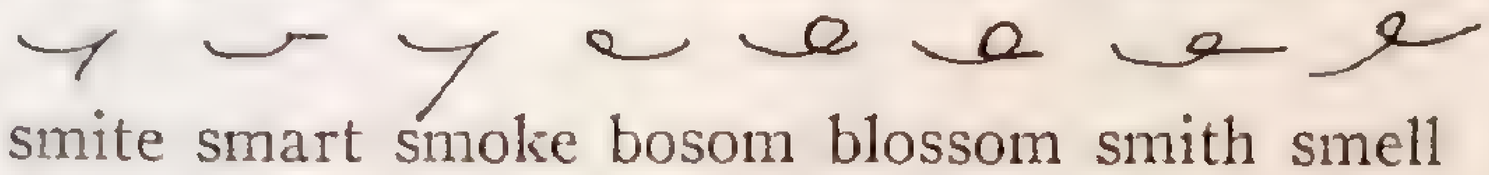
CHART No. 9

Special S Blends

(Original)

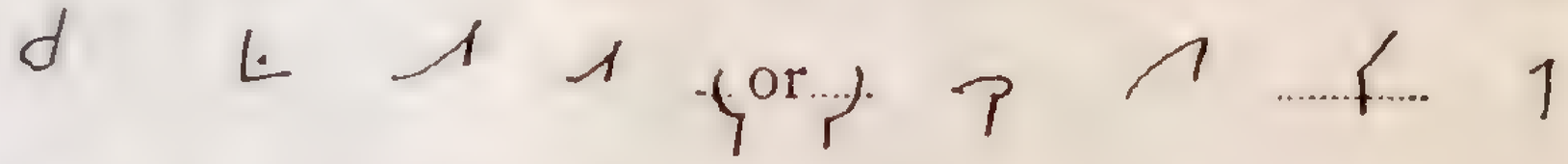
ST SM SH SN SW SK SP

38. state stain staid east stool stone steam rest



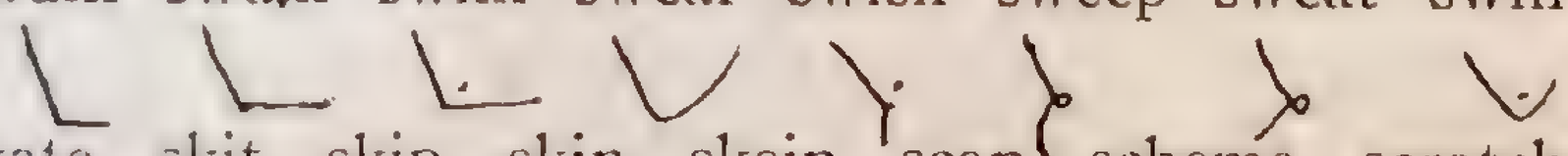
smash smite smart smoke bosom blossom smith smell

show shine rash lash flash wash gash trash ash



snow snail snake snag raisin lesson reason snob

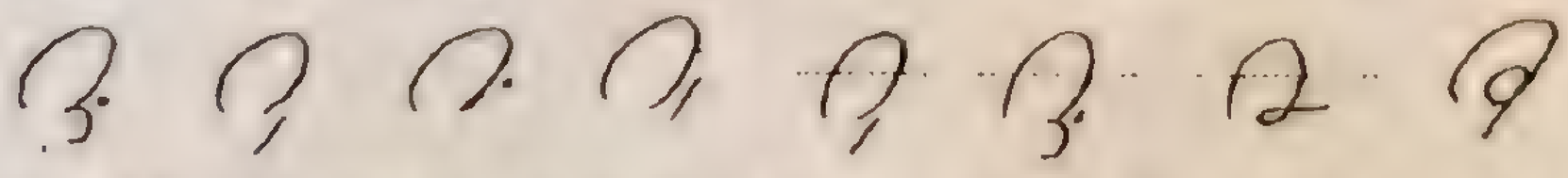
swain swam swim swear swish sweep sweat swill



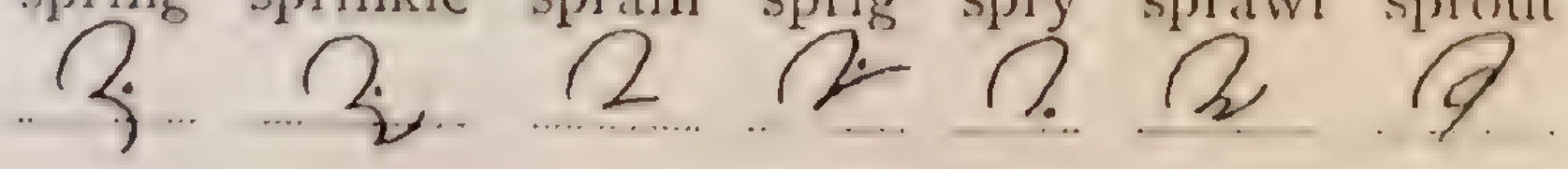
skate skit skip skin skein scan scheme scratch

span spin spill speak spoke spool Spain spell

spice spite spire spirit split splice spleen spot



spring sprinkle sprain sprig spry sprawl sprout



Unit 4

Speed Graphs

ask

skill
school

think

thank
thing

which

when

where

what

system

succeed
success

suggest
suggestion

same

some

keep

response
-ible
-ibility

men

many

money

manner

quantity

quality

respect-ful-ly

duty

question

quarter

request

would

could or

immediate
immediately

until

remain
remember

excellent
excel

exercise

New Jersey

Thursday

obtain

always

catalog

look

character

Ohio

o'clock

opportunity

Christmas

Easter

Speed Groups

they *were we were these were those were which were

1.

2.

3.

these will those will those are we will they will

1.

2.

3.

of you-r of all all of of us of these of those

1.

2.

3.

of which to which which is which was what will-be

1.

2.

3.

when are where will where are they will be he will

1.

*W represents "were" in a Speed Group—at the end.

Unit 5

Sentences to Be Read and Practiced

(a)

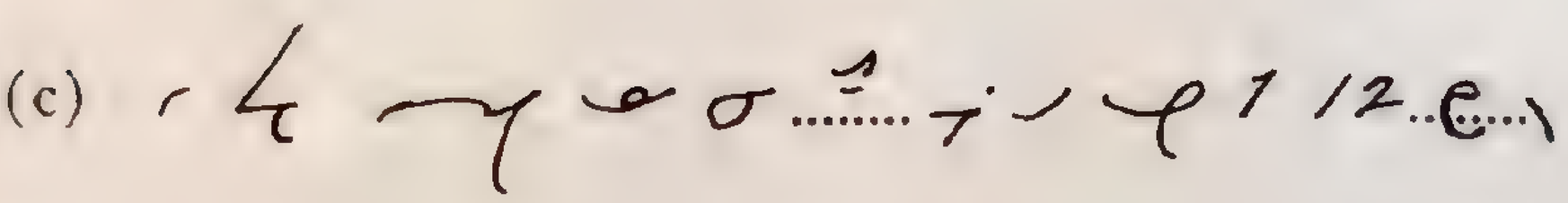
1.

2.

(b)

1.

2.

(c) 

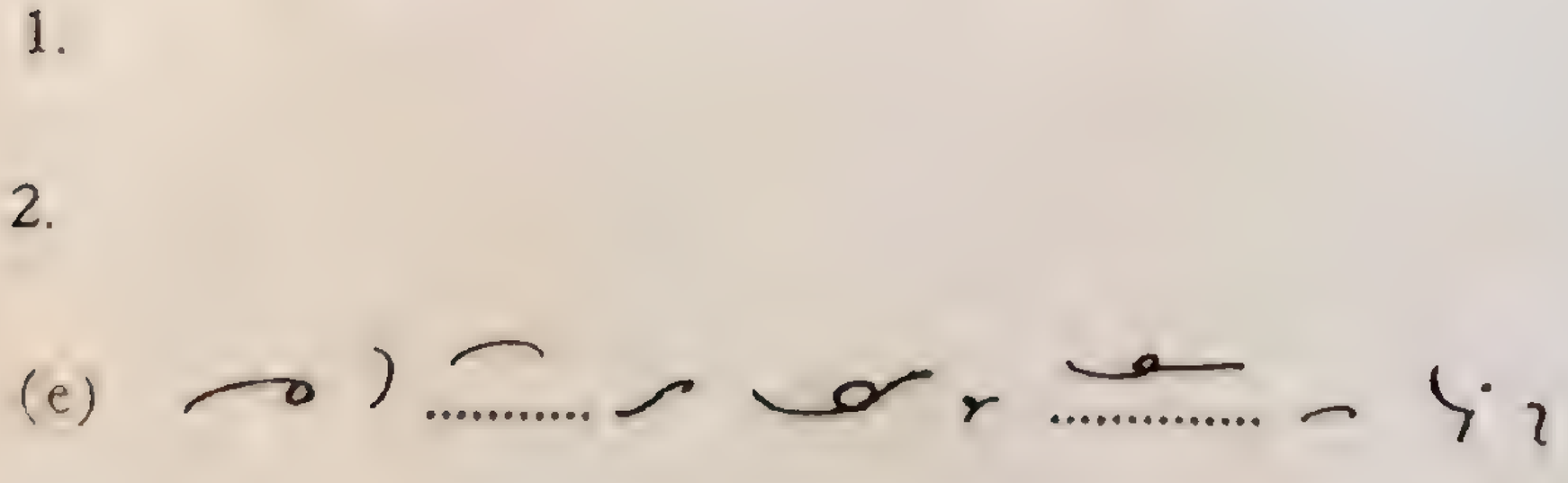
1.

2.

(d)

1.

2.

(e) 

1.

2.

(f)

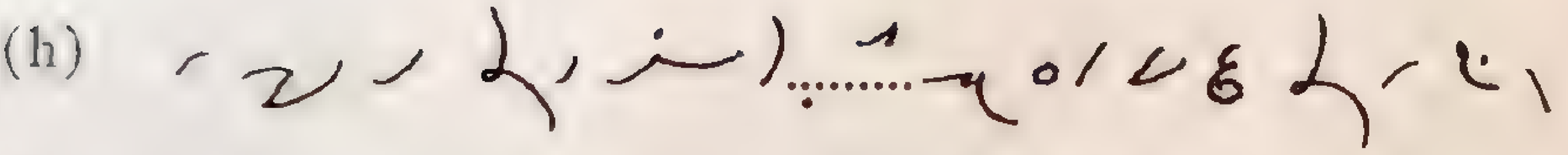
1.

2.

(g)

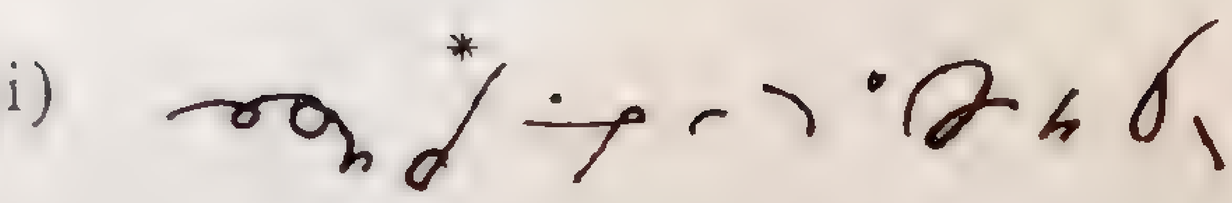
1.

2.

(h) 

1.

2.

(i) 

1.

2.

(j)

1.

2.

---

*to do
†about skate

Unit 6

Sentences to Be Written

(a) I think the state is about the size of New Jersey.

1.

2.

(b) Why did you not hand me the whip when I asked for it?

1.

2.

(c) The quality of this seed is excellent but there is only a small quantity.

1.

2.

(d) By a streak of good luck we obtained this excellent stock.

1.

2.

(e) Did you see my little steel stove? It is in the sink.

1.

2.

(f) Give me the brush and I will stain the thin lath.

1.

2.

(g) The boat did not sink for the seas were quelled.

1.

2.

(h) Will you have a twinge of pain if I sing?

1.

2.

(i) He hung his cap on a peg over the open fireplace.

1.

2.

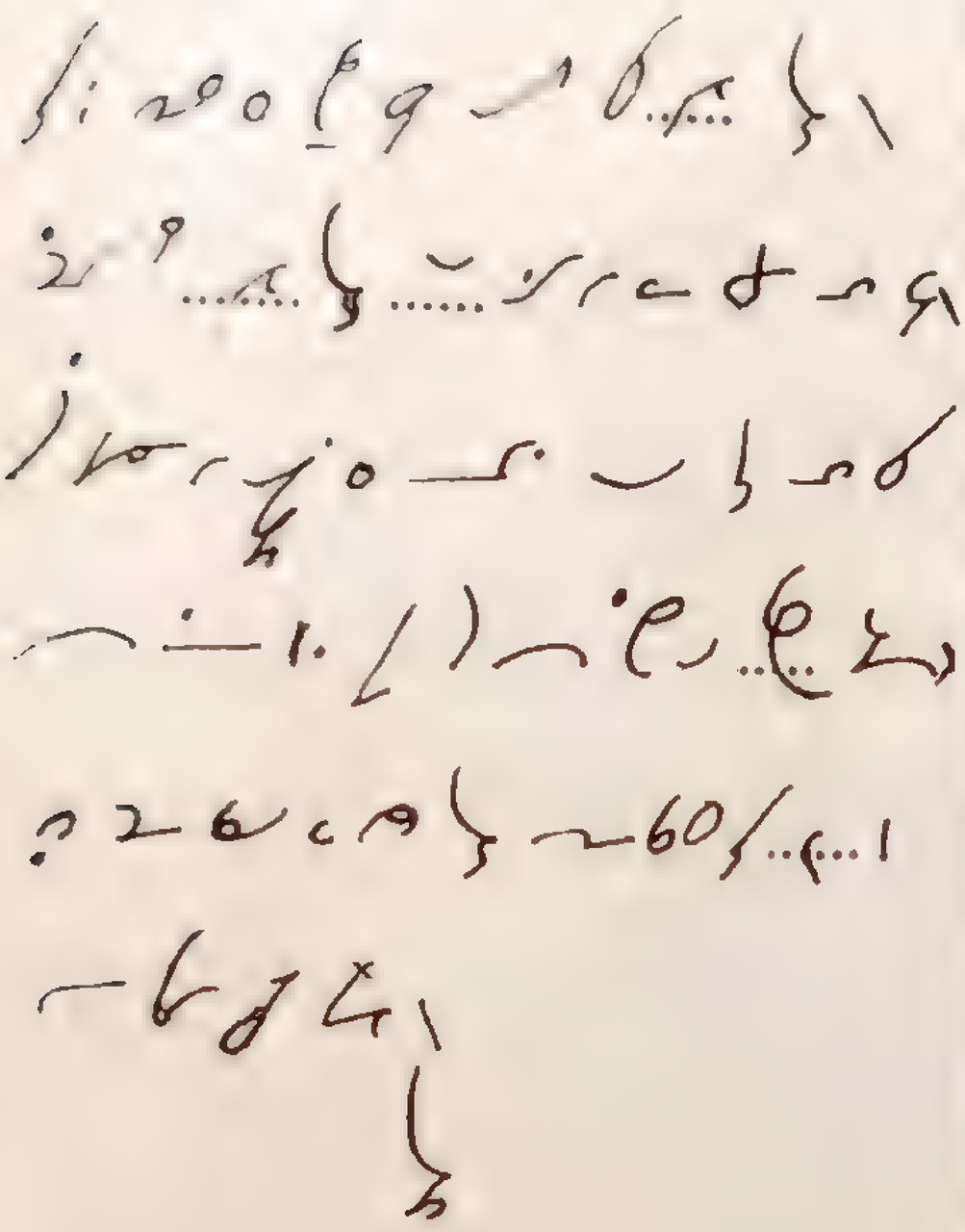
(j) The boy will drive the cows home about dusk, will he not?

1.

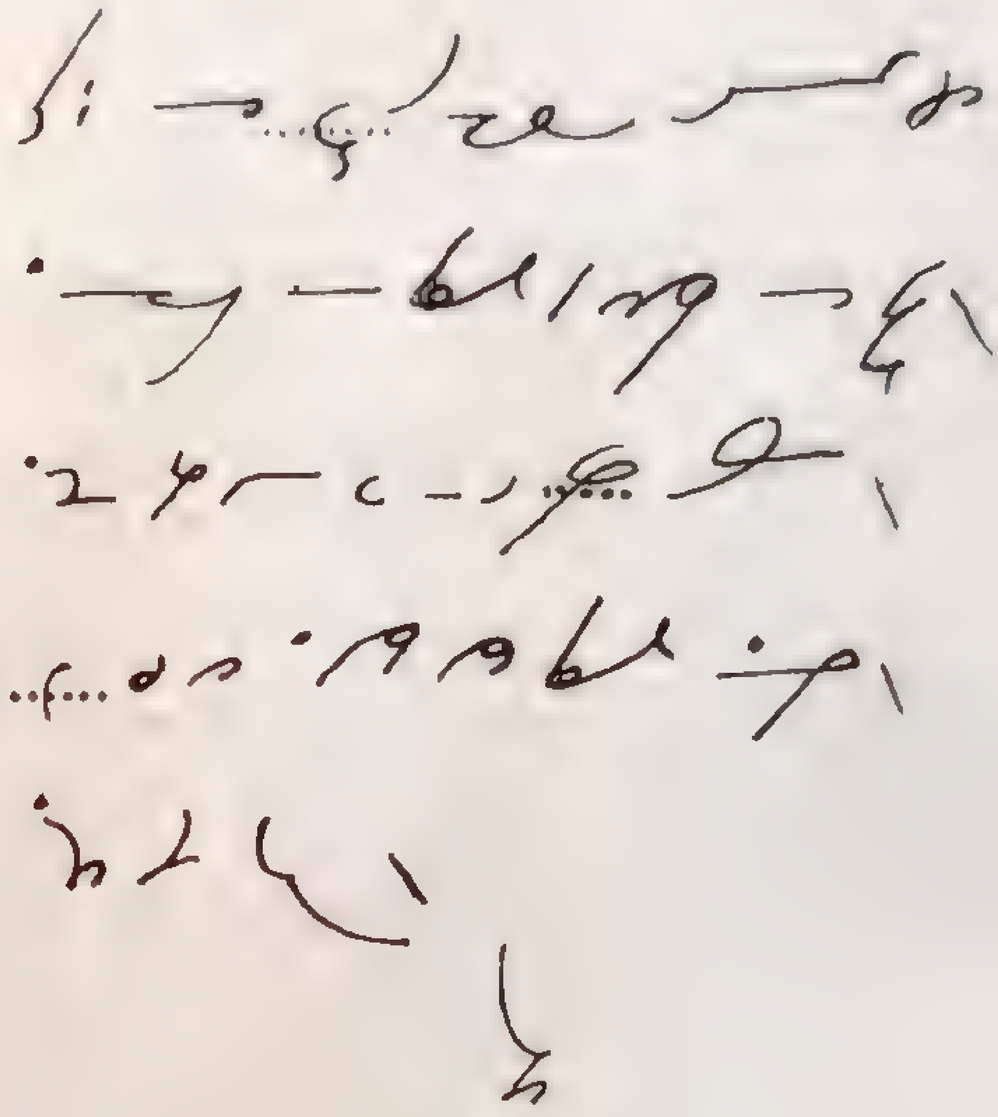
2.

Letters for Reading and Practice

1.



2.



1.

Dear Sir:

Your letter of September 9 asks for glass vases. I can not get glass vases here like the one shown in your catalog.

I have taken the liberty of making some changes in your order, which I am shipping today and which I hope will prove satisfactory.

If you do not sell all these vases within sixty days, please ship them back at our expense.

Very truly yours,

2.

Dear Sir:

My classes have increased this month so that I must have more desks to accommodate my pupils. I can not seat them all in this crowded room.

Please see that I get these desks immediately.

I thank you for the favor.

Very truly yours,

---

*Hook *A* for "ac"; *K* for "com"; *dt* for "date."

CHART No. 10

Relative Blends

NT ND TN DN TM DM MT MD

DE-DV-TE JENT

Words for Practice

39. went wend tent sent send cent lant font fiend

saint sand ten tenth tense dense tennis tinsel

deny defy defense definite deface diffuse edifice

mint mind pint hind grind grant grand find tinsel

patent talent latent blind client wind kind India

temper temperate tempo tempter temptation temblor

temple madam freedom kingdom wisdom demise

standard lint lintel rind tender dandy dander

laundry sentry century gander tougher slander

fender vaunt fountain foundry demeanor develop

entire entirely endless until defer demur demean

gentle gentile pageant cogent gentlemen gentleman

Unit 2

40. Intersected left curve *V* represents *"tive"*

native motive suggestive positive restive dative

Intersected right curve *V* represents *"sive" ("cive")*

passive massive elusive exclusive conducive conclusive

Unit 3

Speed Graphs

time

certain

certificate

differ-ent
difference

between
become

difficult-y

society

deliver-y

attention

tomorrow

ten

intent

intend

individual

avenue

and, hand

assist-ant
assistance

business

system

cause
because

capital-ol

clear-ly

character

typewriter

correct
correction

collect-ion

credit-or

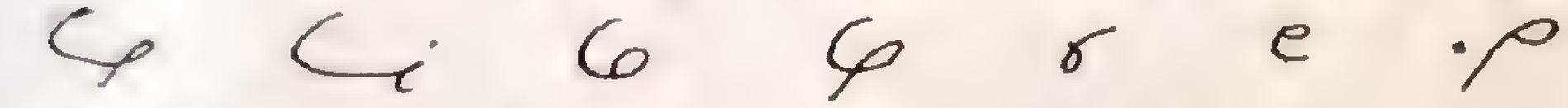
confident-ence-ant

typist

Speed Groups

at any at any time some time some time ago to me

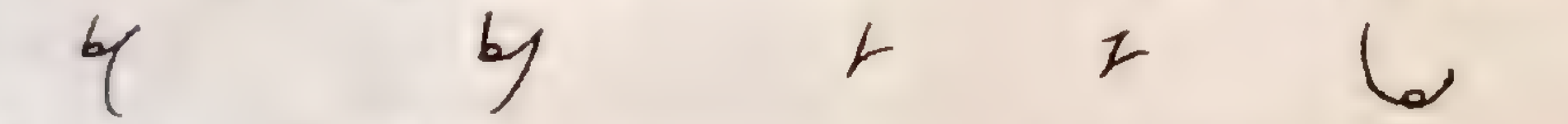
to meet to miss to know to note of the of all I go



all of morning first firm affirm confirm I can not

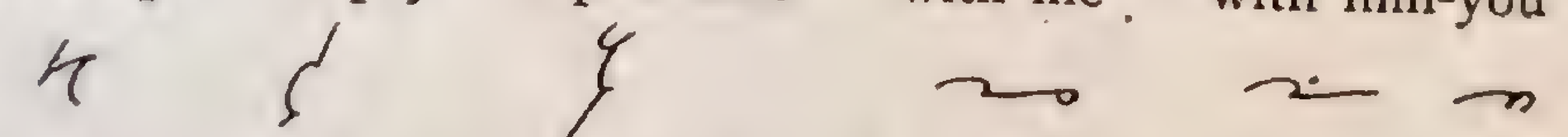
he can not I am going I may I must I must have-the

she will be she will have to the at the very well



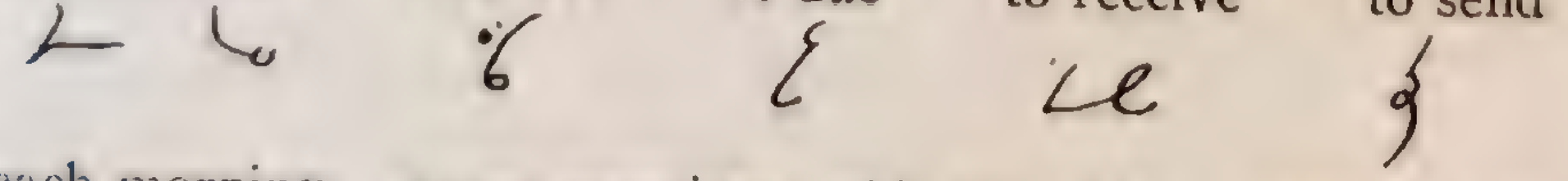
will be will have would like I would like to have

to keep to pay up-to-date with me with him-you



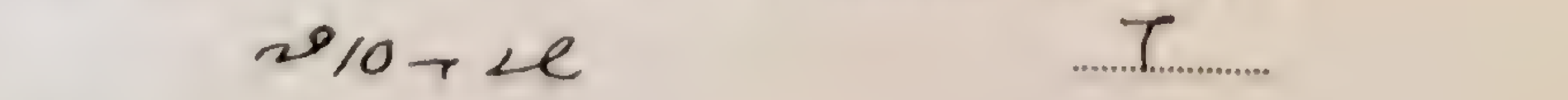
at this at that at this time-that time does not

for them-us I believe is due to receive to send



each morning every morning this morning yesterday-m

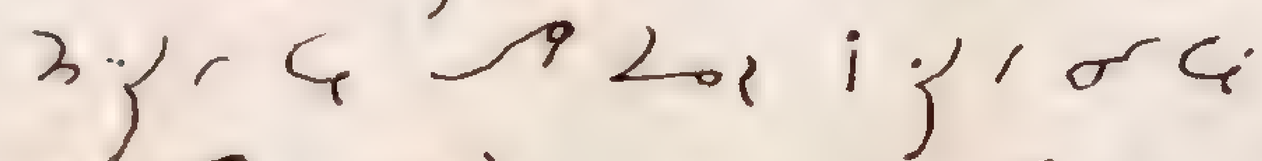
Your letter of the 10th inst. is received. *In reply



*Write *N* above the line to add *R*.

Unit 4

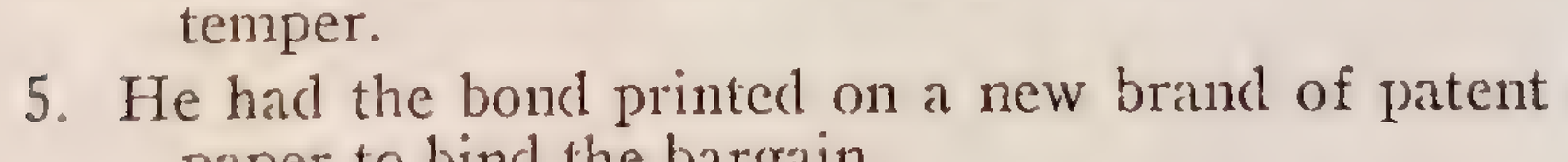
Sentences to Be Read and Practiced

1.
2.
3.
4.
5. 
6.
7.
8.

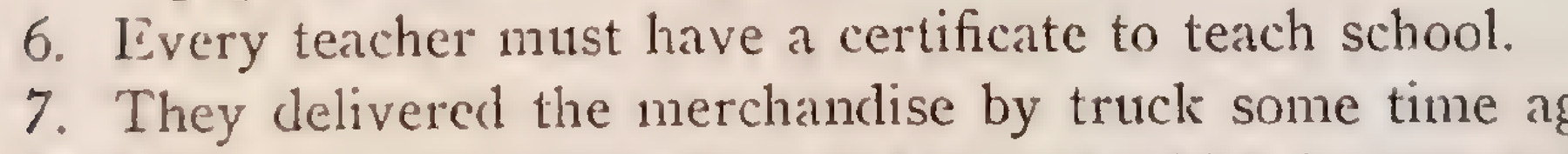
Sentences to Be Written

1. The timid boy could not estimate the cost of the patent.
2. Our tenant will pay his rent promptly and will not demur.
3. "My kingdom for a horse," the good king said.
4. You will enjoy greater freedom if you do not lose your temper.
5. He had the bond printed on a new brand of patent tinsel paper to bind the bargain.
6. Every teacher must have a certificate to teach school.
7. They delivered the merchandise by truck some time ago.
8. We need more space for our business which is now good.
9. Have you ever seen an airplane crash? I have not and I do not wish to hear or see a plane crash.
10. Mr. Smedley has a place of business where he sells evergreen trees at Christmas time.
11. I can not see you before the end of December, for this is our busy season.

timid tenant promptly kingdom bargain merchandise



airplane crash evergreen Christmas season before



Unit 5

Hints, Helps, and Suggestions

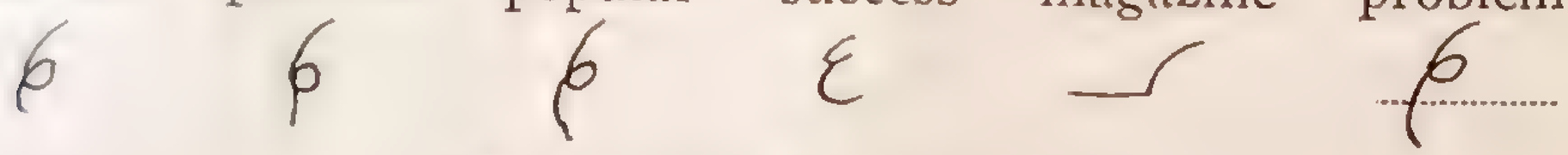
Abbreviations

41. Longhand abbreviations are frequently used in shorthand. The object is to secure shorter outlines.

company department general January railroad dozen

42. IT IS PERMISSIBLE TO ABBREVIATE ANY LONG WORD by writing only enough to suggest the longhand.

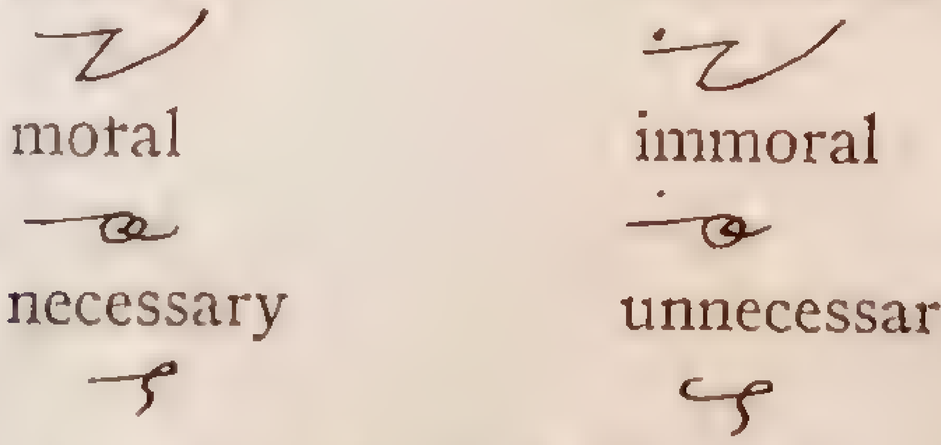
possible position popular success magazine problem



Expressing Negatives

43. Negatives are expressed by simple suggestive prefixes, sometimes by an initial vowel only.

Examples:	Positive	Negative
	material	immaterial
	moral	immoral
	necessary	unnecessary



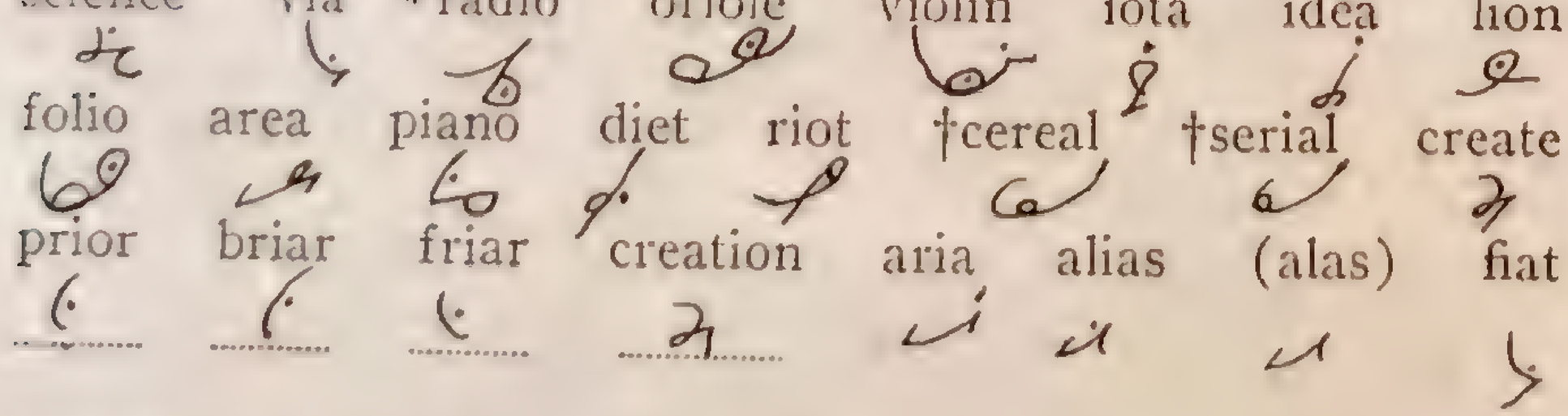
When Vowels Occur Together

44. When two vowels occur together (and both are sounded) write them in their longhand order.

science via *radio oriole violin iota idea lion

folio area piano diet riot †cereal †serial create

prior briar friar creation aria alias (alas) fiat

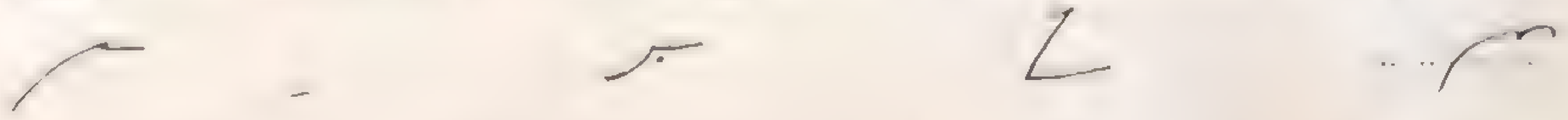


I is written inside of the circle *O*. †*RL* blend.

Speed Graphs as Part of a Word

45. Speed Graphs frequently form an integral part of a longer word and must be given their Speed Graph value in transcribing.

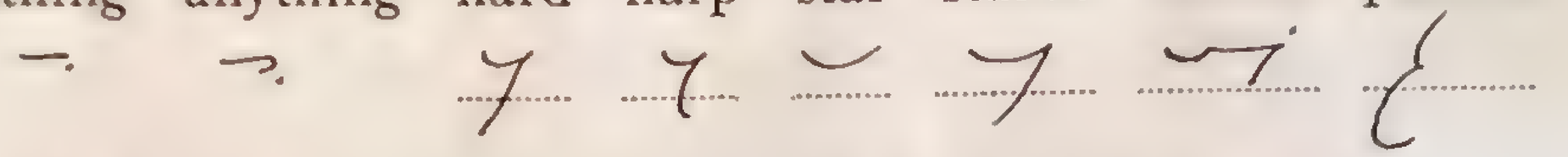
goodness welcome willingness advertisement gladly



questionnaire advantageous *formality greatness

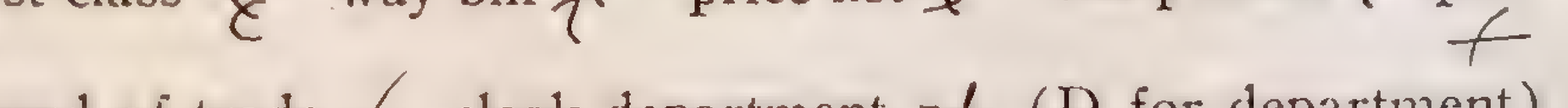
46. A dot represents "thing" as a word ending. A superscript consonant may include *AR* or *ER*.

nothing anything hard harp star starve hermit pardon



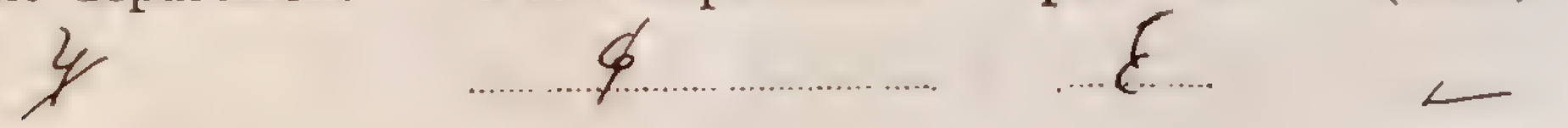
47. Intersections are often used to shorten outlines.

first class way bill price list list price p.m.



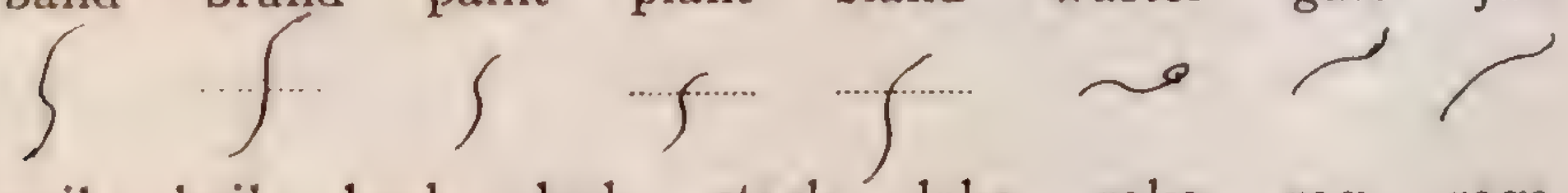
board of trade cloak department (D for department)

suit department credit department per cent (a.m.)



48. *A* is understood between reverse curves.

band brand paint plant bland waster gale jail



pail bail hark lark stark lake rake rag rage

49. "Sis" and "ses" are expressed by longhand *s* .

masses vases roses leases molasses †advises rises

50. Use alphabetic *R* between two vowels.

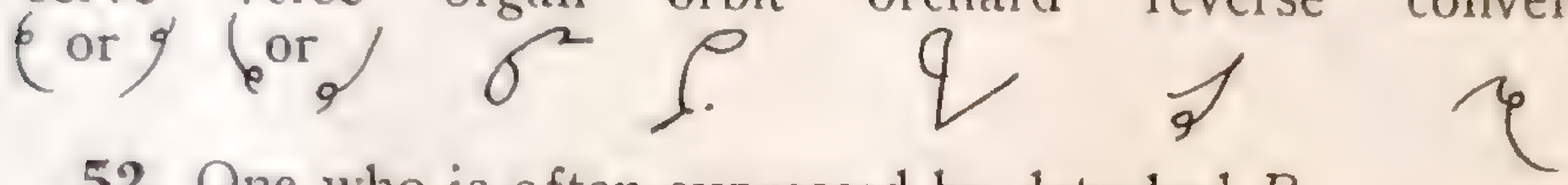
erase arise oration error sorrow derive cabaret

*Detached for "ality."
†Hook for ad.

Omission of R After a Circle

51. *R* is frequently omitted after a circle but it must be supplied in the transcript to complete the word sense.

serve (or) verse (or) organ orbit orchard reverse converse

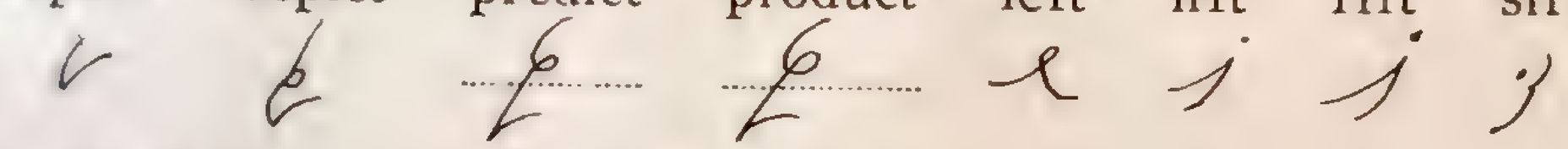


52. One who is often expressed by detached *R*.

reporter debtor editor dealer manufacturer doubter

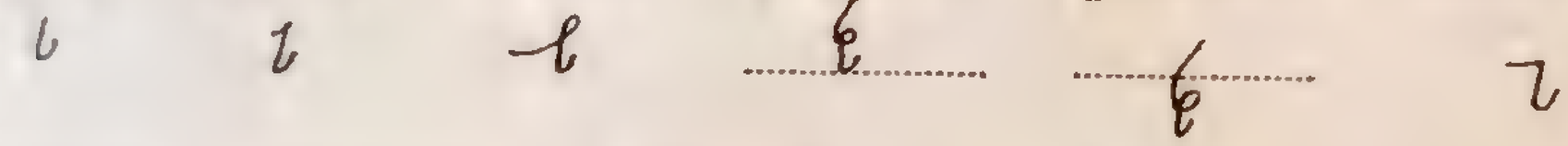
53. Indistinct *T* is frequently omitted.

expect depict predict product left lift rift sift

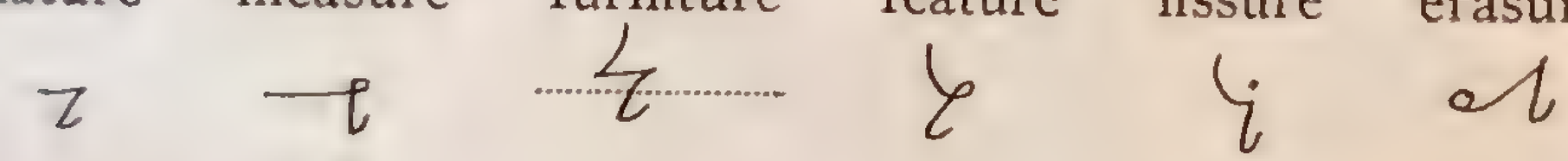


54. *U* may express "ure" at the end of a word.

sure assure leisure pressure pleasure insure-ance

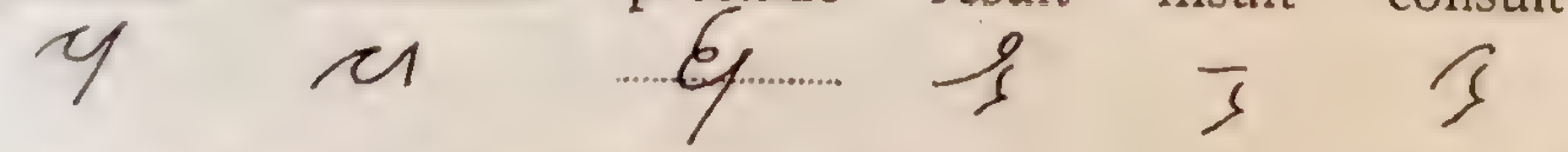


nature measure furniture feature fissure erasure



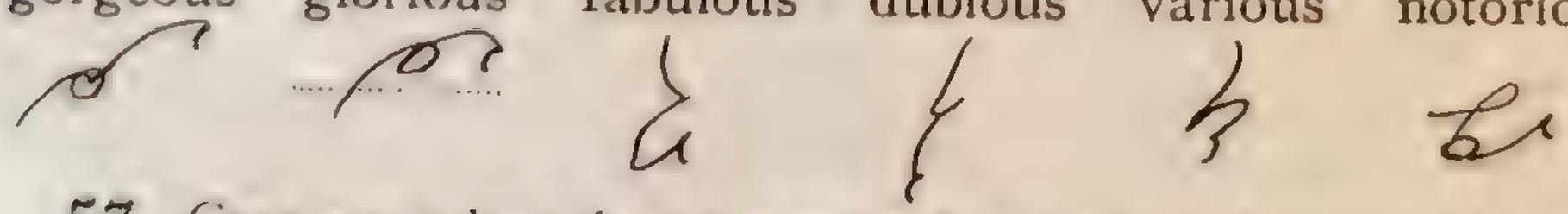
55. *U* is often omitted when it is clearly understood.

conclude conclusion preclude result insult consult



56. At the end of a word *S* may represent "ous," "ious," and "eous."

gorgeous glorious fabulous dubious various notorious



57. Care must be taken to write *I* plainly *superscript* to add *R*.

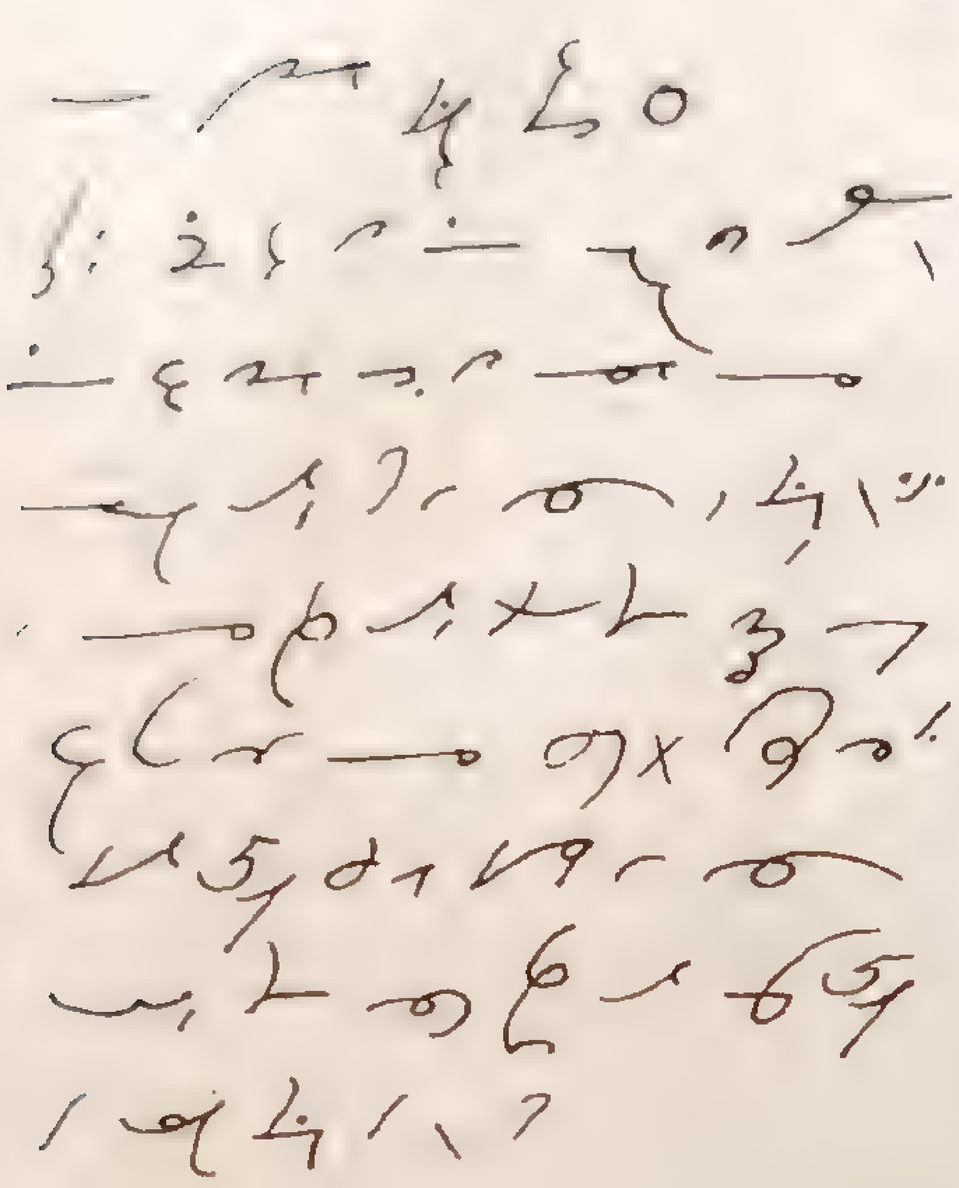
skit skirt thirty thirsty admission admiration

C may represent "cy" at the end of a word: fancy

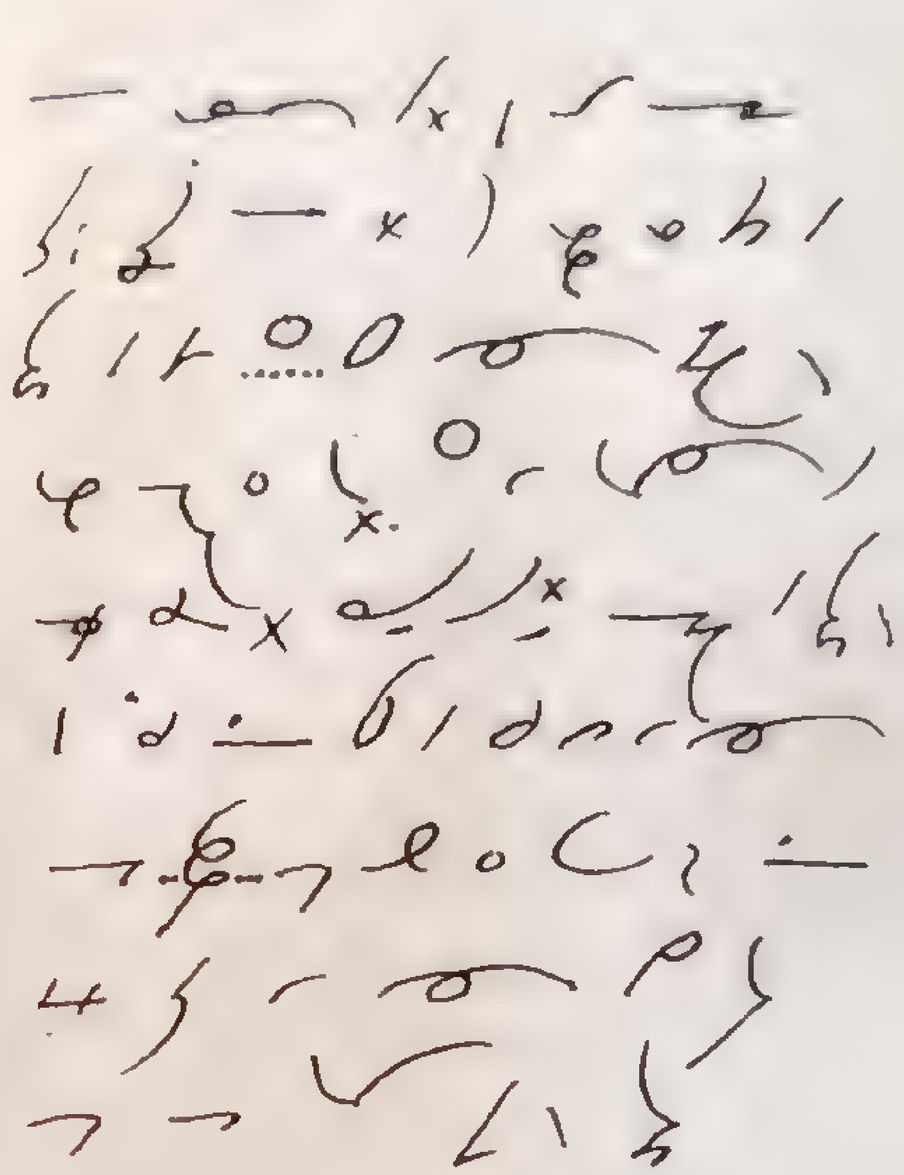
Unit 6

Letters

1.



2.



1.

Mr. James Phillips, Sidney, Ohio

Dear Sir:

I can not say that I am in favor of your scheme. I am always against anything that means money must be raised after the work is finished. I think the money should be raised first, and then you can see what can be done with the money you have on hand.

Suppose we try to raise $5000 so as to get the work started and then we can probably raise another $5000 to help finish it. Yours truly,

2.

Mr. Henry Dix, Shell Lake, Maine

Dear Sir:

I have seen Mr. Saxe and he says he is far too busy to take over our work at this time. He is in favor of fixing over the factory for next season.

Earl Rix may not be too busy. Shall I see him about it so that the work may proceed without loss of time? I am anxious to have this work go forward without any further delay.

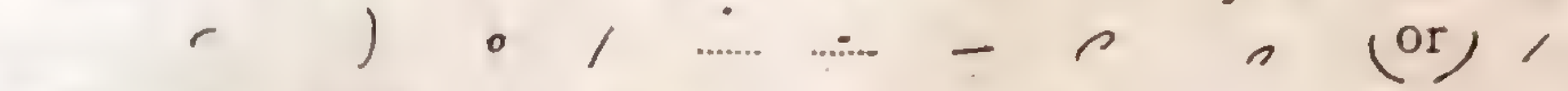
Very truly yours,

SHORTHAND VOCABULARY BUILDING

Memorize the shorthand outlines for the words on this page.

The 100 most-used words in the English language are given on this page (arranged in the order of frequency). As they, with their repetitions, comprise about three-fourths of the total words ordinarily used, the shorthand outlines for the words should be committed before proceeding further.

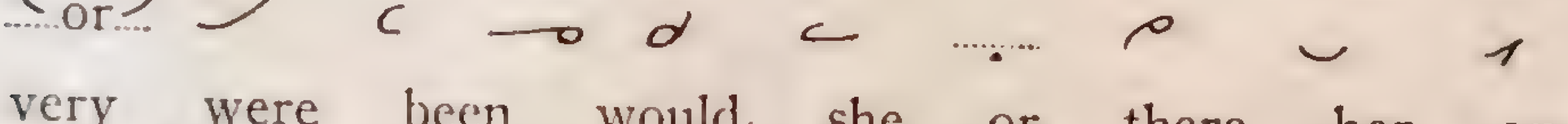
58. the and of to *I *a in that you for it



was is will as have not with be your at

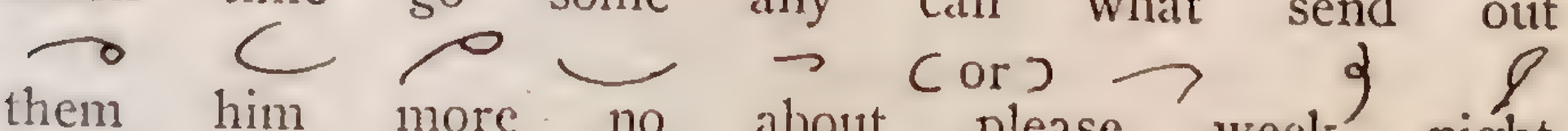
we on he by , but my this his which dear

from are all me so one *if they had has



very were been would she or there her an

when time go some any can what send out



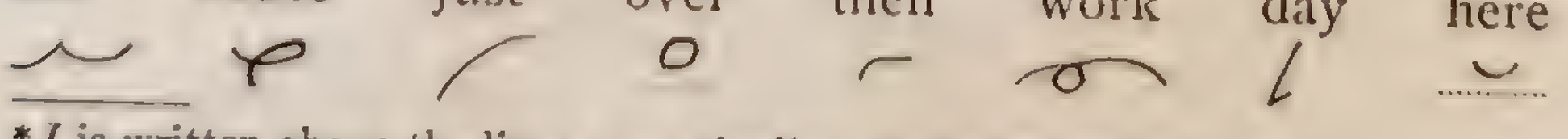
them him more no about please week night

their other up our good say could who may

letter make write thing think should truly

now its two take thank do after than sir

last house just over then work day here



** I* is written above the line; *a*, on the line; *if*, below the line.

SUGGESTIONS FOR FURTHER STUDY

1. Review lessons previously studied one at a time.

2. Study a section of the 1,000 most-used words on pages 72 to 86 of this manual.

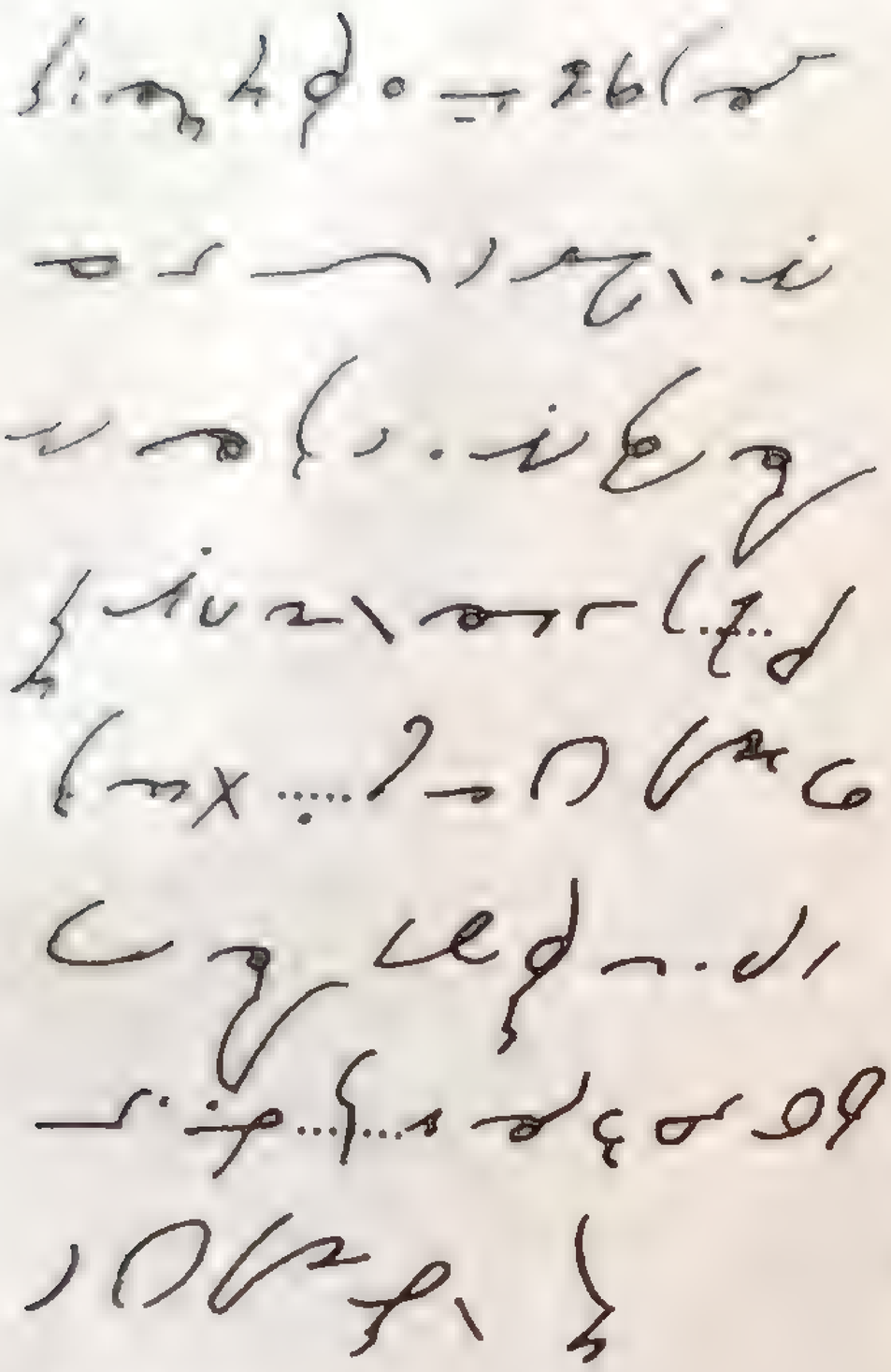
3. Write in shorthand at least three times a page or more of the letters and articles in Lesson Six. Always READ what you write.

4. After completing the review of Lessons One to Five inclusive, study as many advance pages as you can master beginning with Lesson Seven and continuing through Lesson Ten. It is understood that you will continue Lesson Six with this advance work until it is completed.

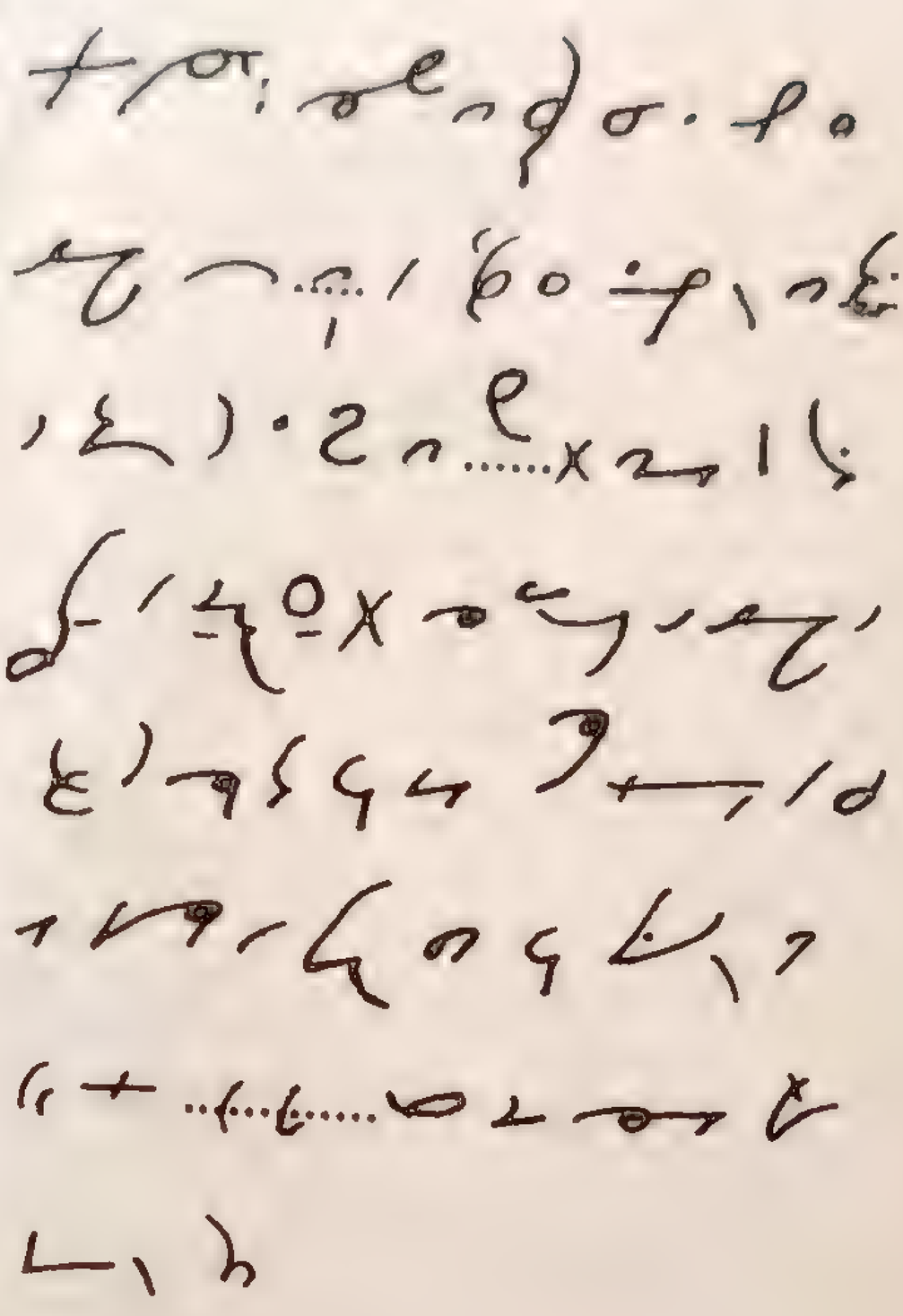
LESSON SIX

Letters

1.



2.



1.

Dear Sir:

We thank you for your quotation of May 26, but we are not now in the market for lumber. A little later, when business is a little better, we shall be glad to have you write us again. We may then be able to do business with you.

If you have any special bargains at any time we shall be glad to receive quotations with a view to making immediate purchase as we are always on the lookout for special bargain lots.

Very truly yours,

2.

Dear Mr. Jones:

We received your quotation on a lot of lumber which you wish to dispose of immediately. Your price is satisfactory and I accept your offer. You may ship via B & O to Zanesville, Ohio.

We understand this lumber is first class and we shall pay cash as soon as we have examined it so as to get the benefit of your cash discount.

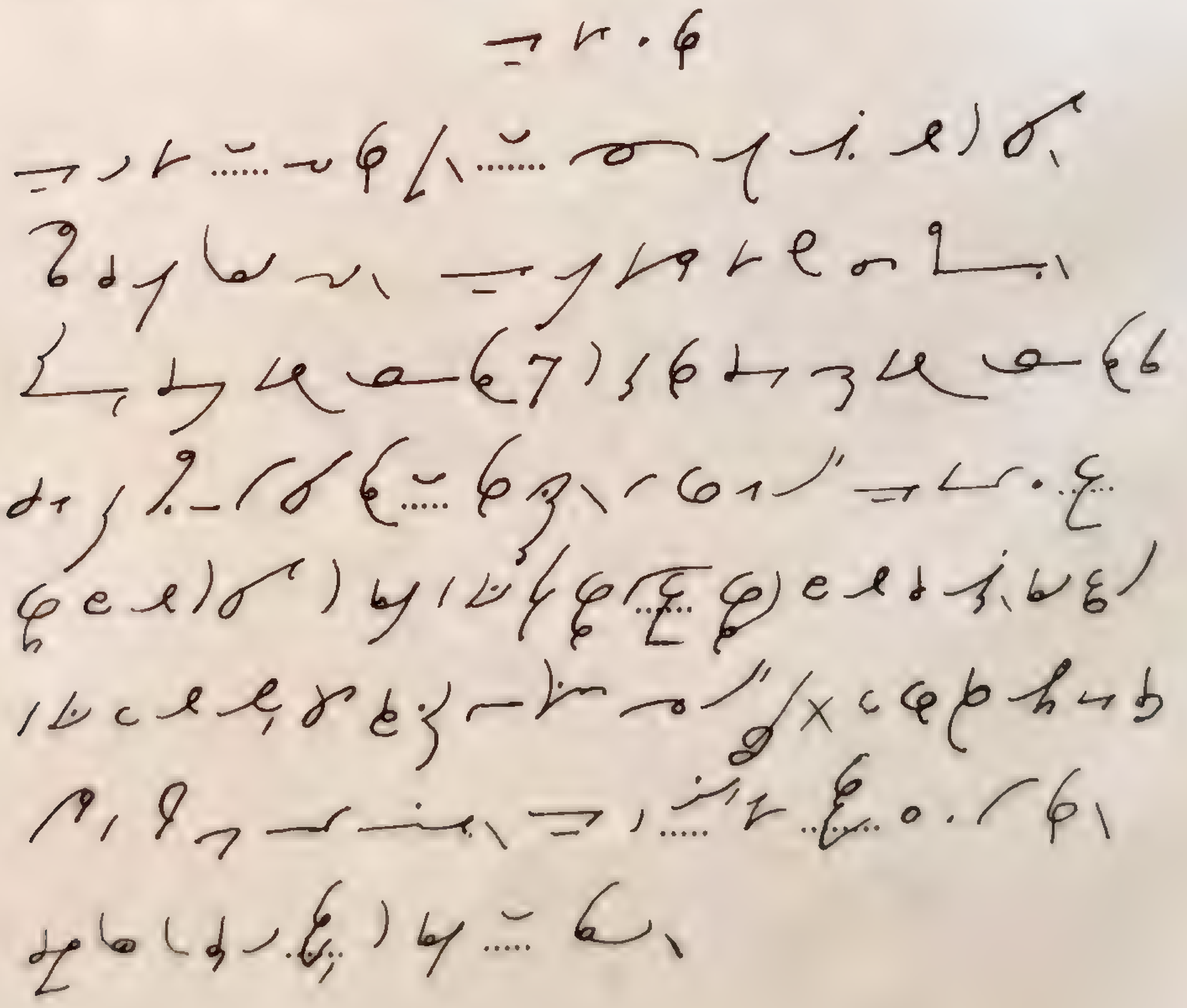
Yours truly,

May Takes a Position

May will take her new position today. Her work will be writing letters and orders. We believe she will do very well with this. May will have to get to the office early each morning. For a few mornings she may have to leave home before seven, and it is possible she may want to leave home before six so as to have everything in good order before her boss arrives.

The company has asked May to make a carbon copy of all letters and orders, and she will have to file *duplicate copies (carbon copies) of all letters she writes. She will also have to file all letters received so that she can find them quickly when asked to do so.

All correspondence should be ready as soon as she can get it out without making mistakes. May is thrilled at the prospect of a good position. She need not fear, for she is well prepared and she will do her best.

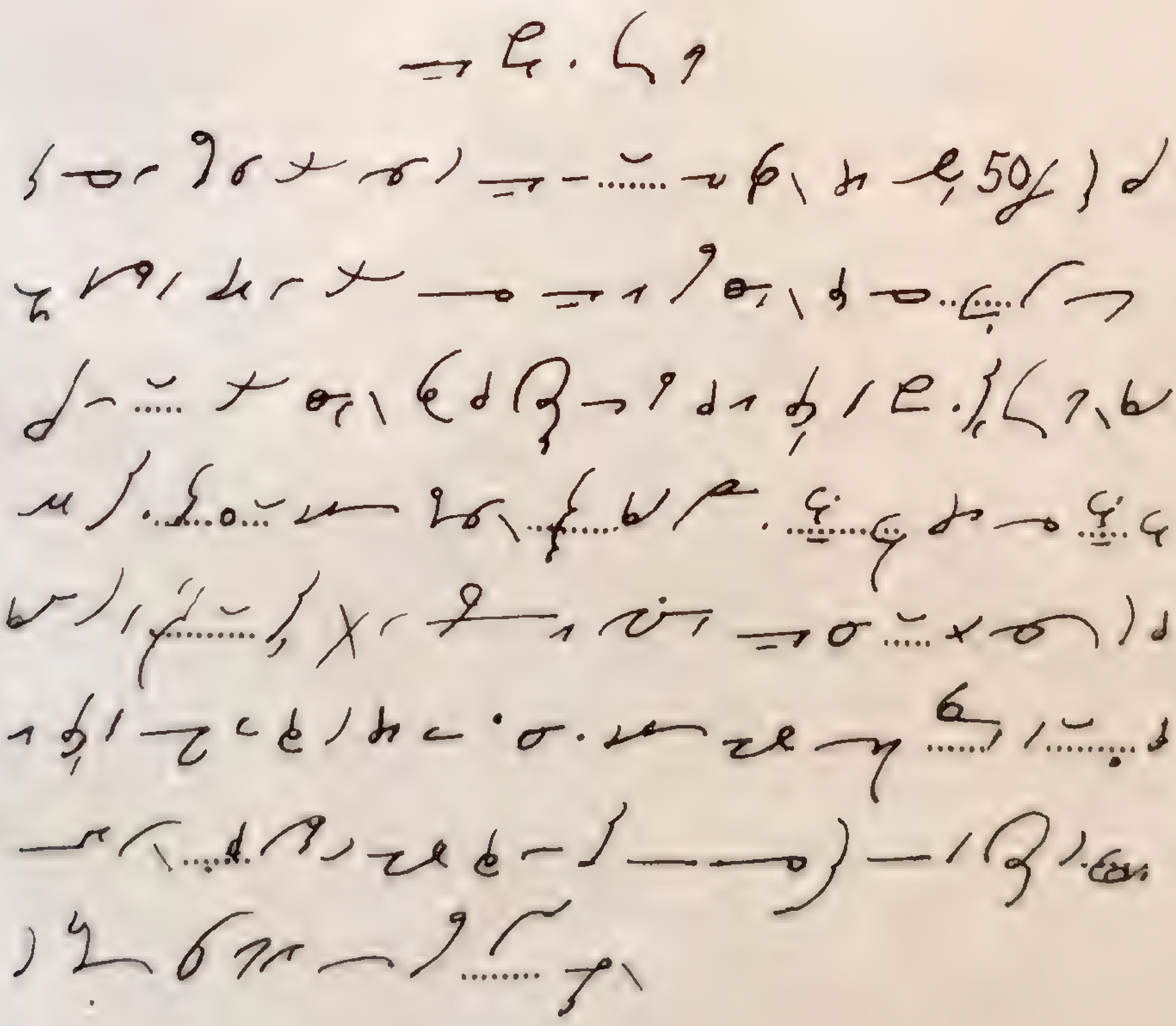


*Duplicate

May Opens a Bank Account

It is now the end of the first week for May in her new position. She has received $50 and is very happy to get it, for this is the first money May has ever earned. She is now planning just what to do with her first earnings. Before she spends any of it she has decided to open a savings bank account. She will thus save a part of her salary each week. Perhaps she will join a Christmas club, so that when Christmas comes she will not have to disturb her savings.

The office manager has complimented May on her excellent work and she has decided to improve all she can for she has one eye on a salary increase which has been promised her if she makes good. If she gets this increase she can then save more money and have more to spend for clothing and sundry other articles which every girl needs.



May Is Promoted

May has received her first salary promotion. She has been in this office about three months. She has learned the office routine and now has many duties to perform which were not required of her in the beginning. For example, she now makes the bank deposits by first counting the cash and checks and listing them separately on the bank deposit slip—all of which she takes to the bank with the company's passbook. Arriving at the bank, she hands the currency, checks, deposit slip, and passbook to the receiving teller and he makes the proper entry for the amount deposited.

May now has charge of the files. When letters or orders are wanted she can find them quickly. She uses the adding machine and *mimeograph. She makes up the office payroll, and must make the proper entries for the social †security tax. May is now beginning to feel that she has started "up the ladder."

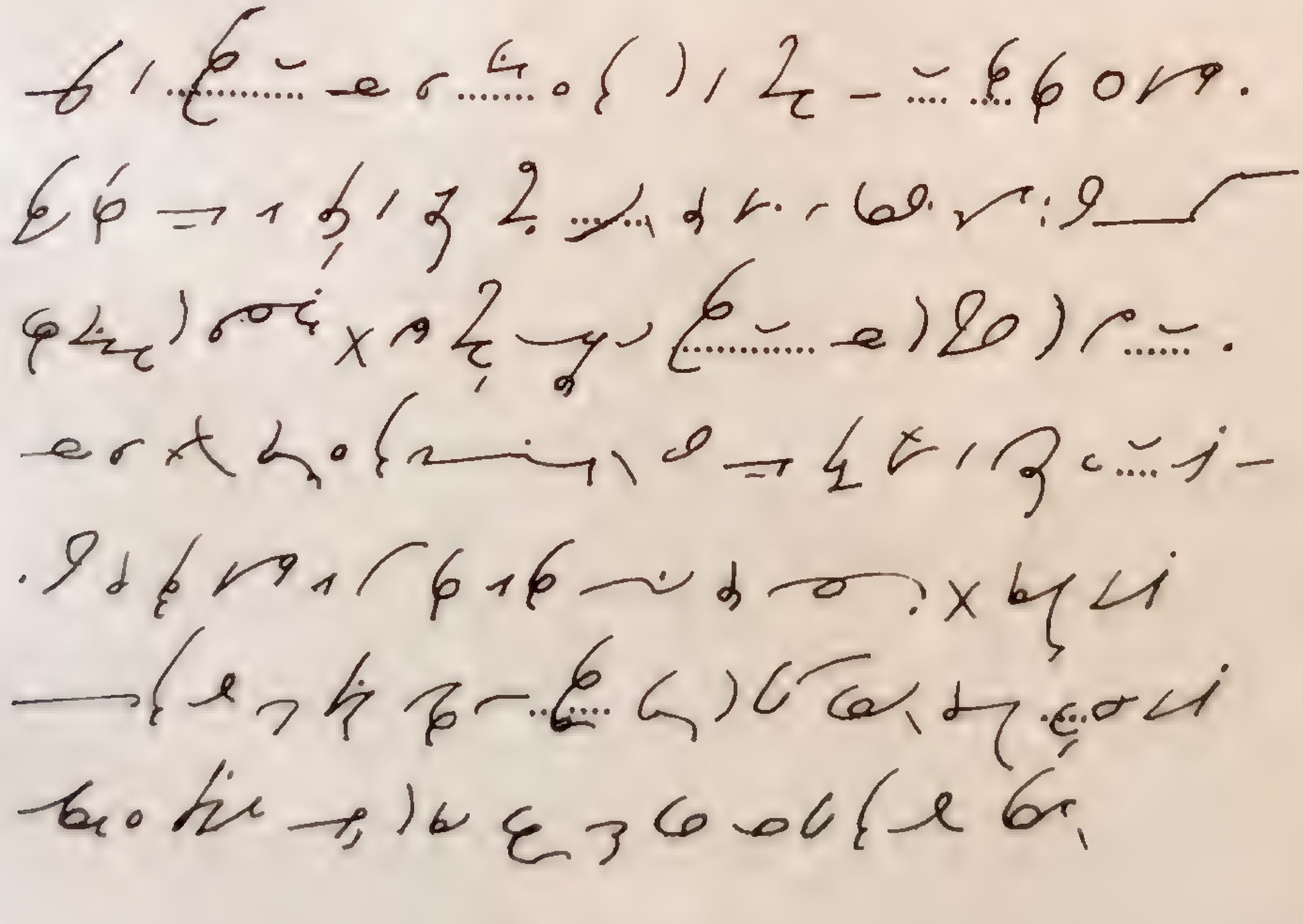
*Mimeograph †Security

May Attends Evening School

In order to broaden her knowledge of the principles of business and to advance further in her present position or to get a better position, May has decided to attend evening school. She is taking the following subjects: Office Management, Corporation Finance, and Economics.

These advanced studies will broaden her outlook and give her a working knowledge of the *executive †functions of business administration. Although May does not expect to spend all her life in the office, she desires to get as good a position as possible while she is working.

She ‡will be able to write many business letters without dictation, compose them properly, punctuate and paragraph correctly. She may be called on to write reports of the directors' meetings, and she will certainly want to know how to use business reference books.



*Executive †Function ‡Will be able

Letter

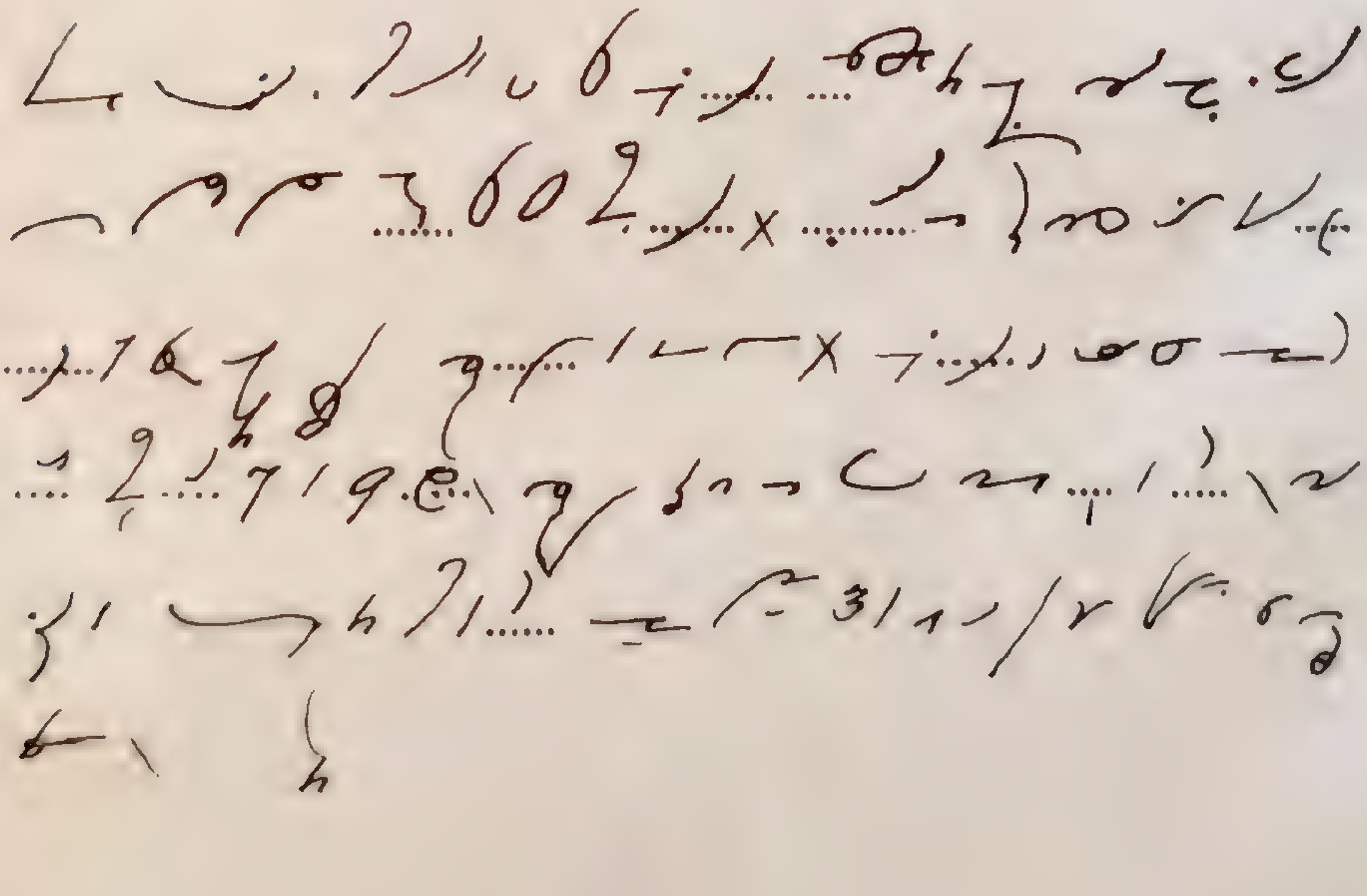
Dear Miss Smith:

You have asked us about night school. In response to your inquiry we are inclosing a circular which gives general information about our evening school.

If there are any questions you would like to ask, please feel at perfect liberty to do so; we shall gladly answer them.

Night school is held on Monday and Thursday evening from 7 to 9 o'clock. We shall be glad to see you any time you may wish to enter. You will find it somewhat to your advantage to enter Monday, January 31, as this date is the beginning of the winter term.

Very truly yours,



In re ..... In reply .....

In regard ..... In response .....

Mrs. Martin Jones, 75 East Orange Street,
Baltimore, Maryland

Dear Mrs. Jones: Some time ago you ordered two books entitled, "American History," and "Poems of Today." When we received your order we did not have the books in stock, and were obliged to order them from the publisher.

We have written the publishers to hasten their delivery, and soon as we receive the books we shall forward them to you within a week.

Very truly yours,

B

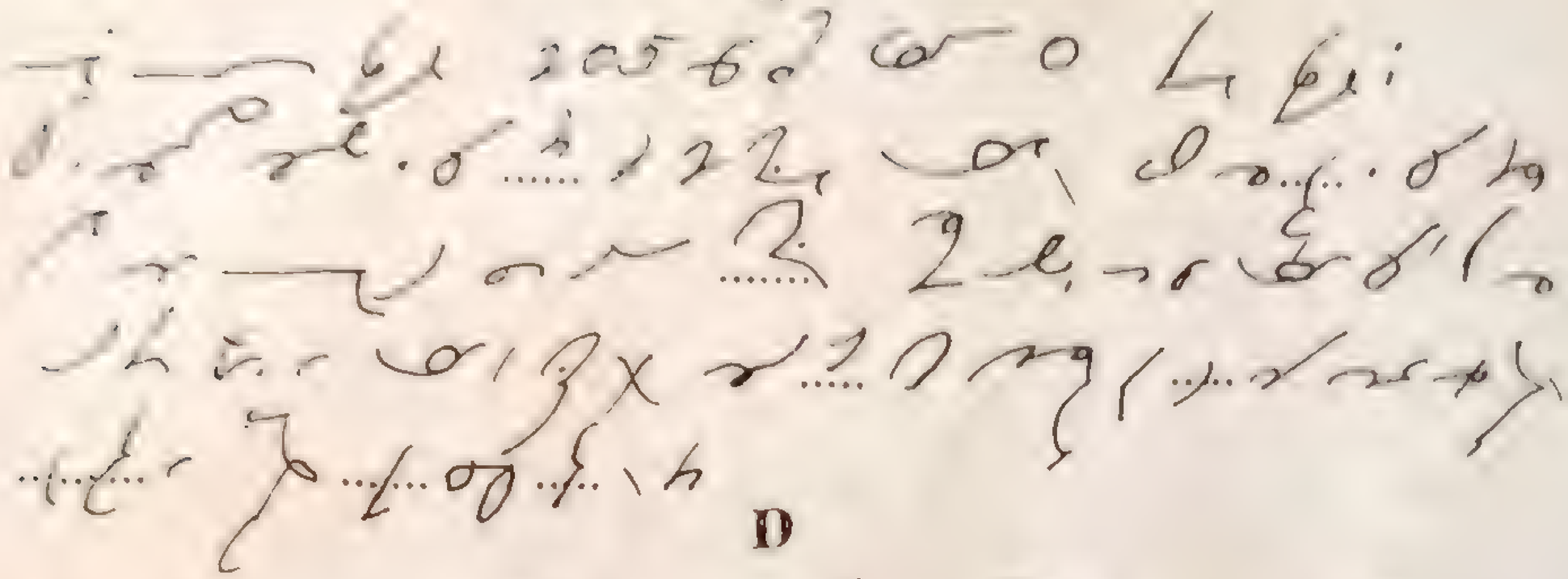
Mr. Martin Crane, 100 Main Street, Rochester, N.Y.

Dear Mr. Crane: Last September you bought a bill of goods from us amounting to $85.00. We shipped the goods to you, but have not heard from you since. Every month since shipping the goods we have sent you a bill and we have also written you three letters. However, we have heard nothing from you. We shall be obliged to take legal steps to collect the $85.00 if you do not remit within ten days.

We think you wish to avoid embarrassment and we suggest that you send us your check by return mail.

Yours truly,

C



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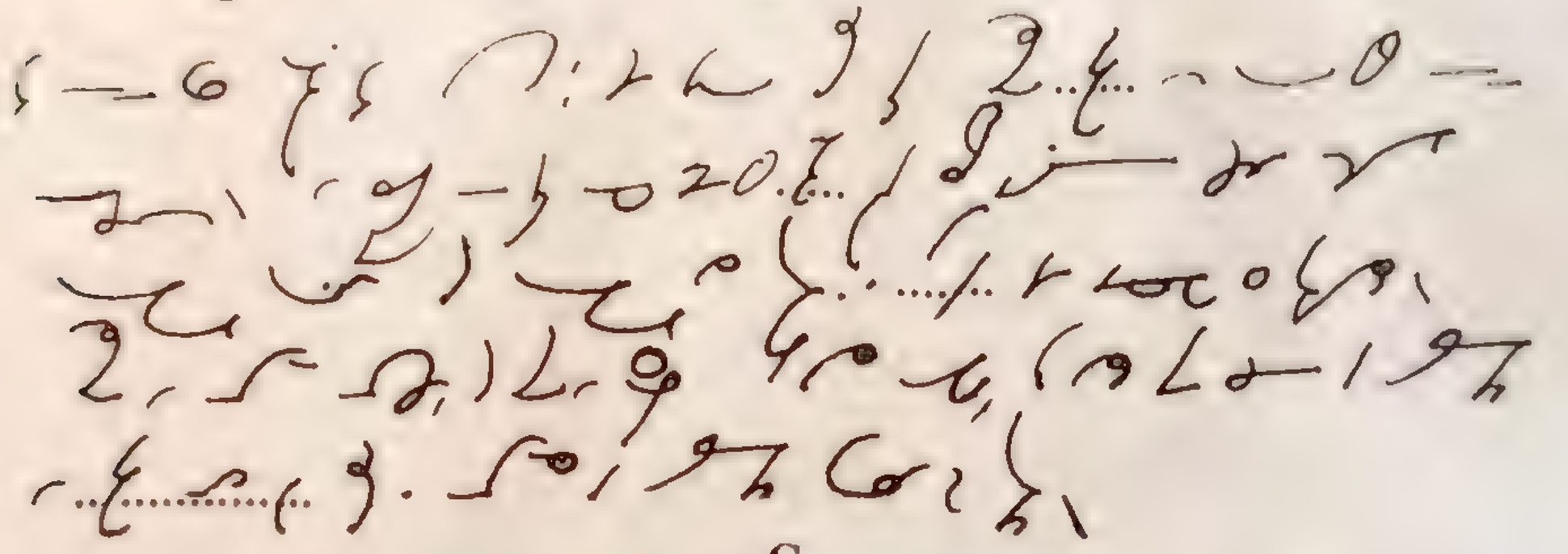


C

Miss Mary Peters, 205 North Avenue, Columbus, Ohio.

Dear Miss Peters: About a week ago we received an order from you for 2 artists' smocks. Although we placed an order for these goods with the manufacturer early in the spring, we have not received any of the stock ordered, but we are daily expecting the shipment to arrive.

We are therefore confident that we shall be able to fill your order within the next few days. Please pardon the unavoidable delay on our part.

Truly yours,

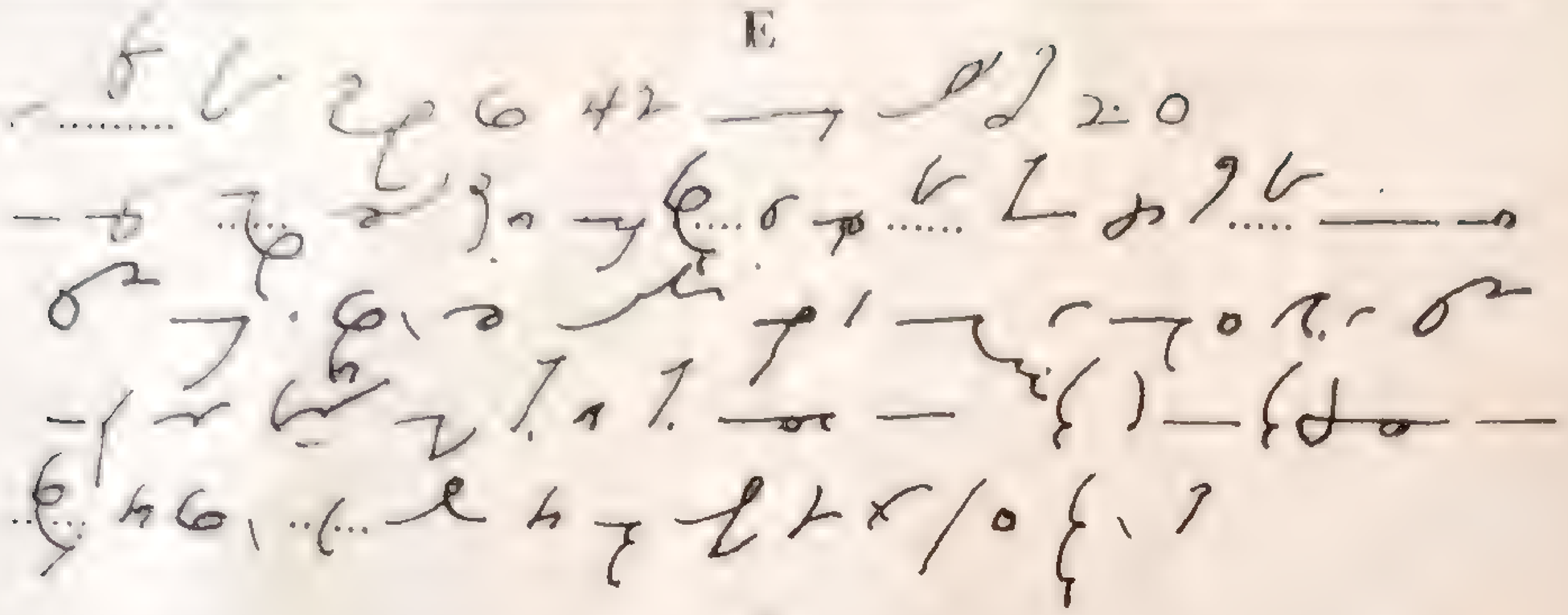
D

Pennsylvania Mining Co., Harrisburg,
Pennsylvania

Gentlemen: For the past several days we have had trouble with some of our mining machinery. The elevator in shaft No. 20 appears out of alignment so the cages sometimes stick and sometimes they vibrate a great deal to the annoyance of passengers. We have had the engine inspected and have had the overhead gear repaired, but these do not seem to remedy the trouble. Will you please send an engineer to remedy the defect?

Very truly yours,

E



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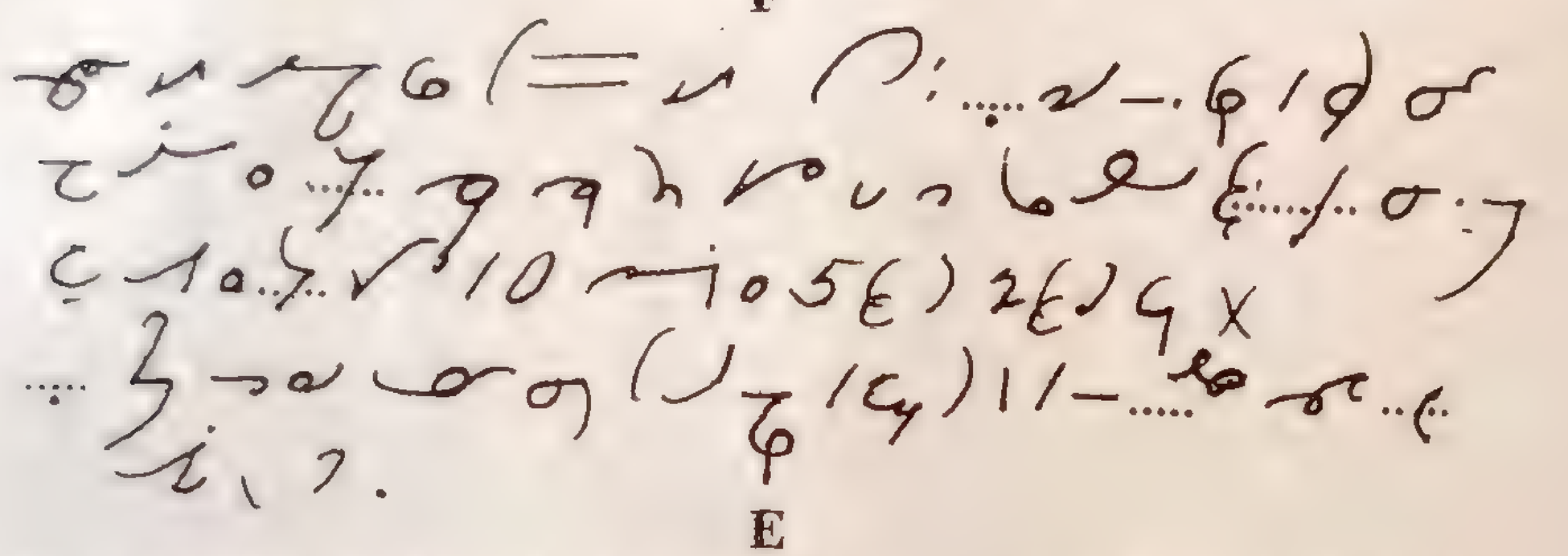


E

The Brown-Buick Automobile Co., 42 Mount Royal Avenue, Cincinnati, Ohio

Gentlemen: In another envelope we are sending you enough proofs of the next truck advertisement so that every truck man in your organization may have a copy. We scarcely need to emphasize the importance of keeping the organization in touch with the National Packard Advertising, as advertising means more business and more business should mean more profit to your company. Please refer to your newspaper schedule for the exact date of publication. Yours truly,

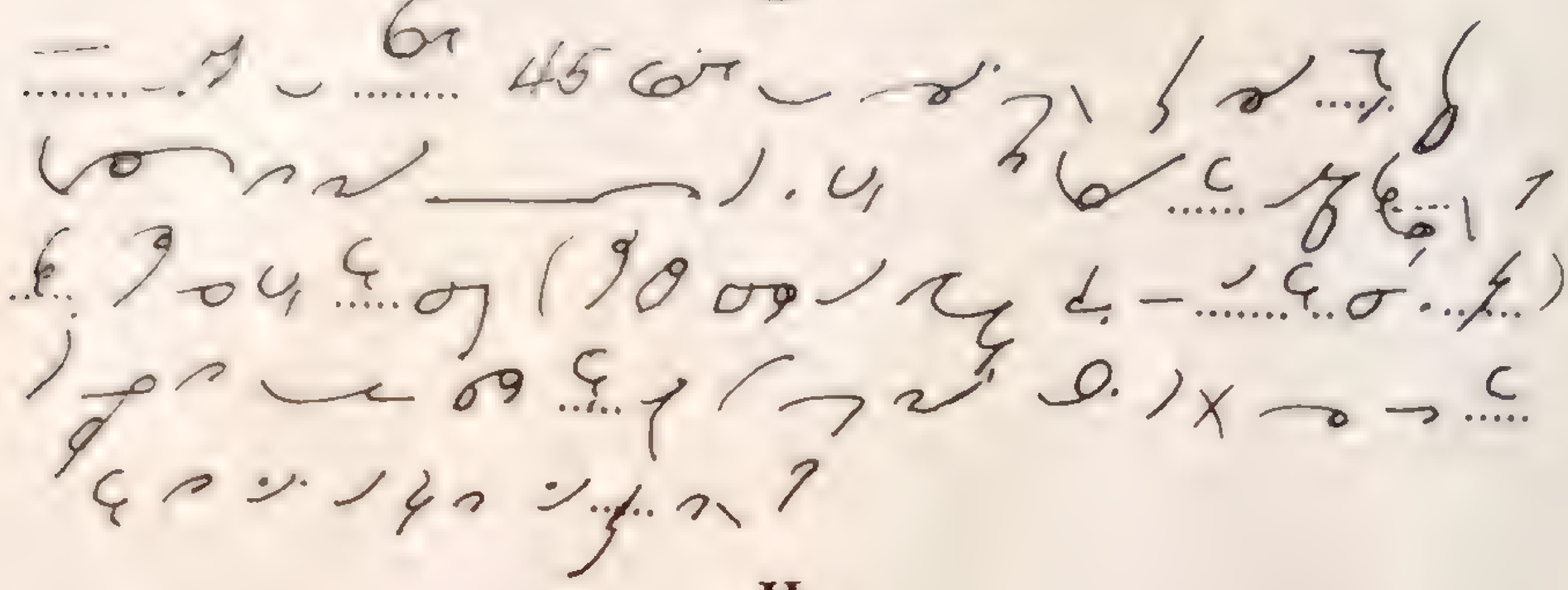
F

Northern Alabama Lumber Co., Birmingham, Ala.

Gentlemen: If you are in a position to quote on the inclosed list of hard woods we shall thank you to give us your very lowest prices delivered on a Nashville, Tenn., rate of freight subject to our commission of 5% and 2% for cash.

If you do not have any of this stock on hand but are in a position to cut and ship it in three or four weeks, please write us. Yours truly,

G



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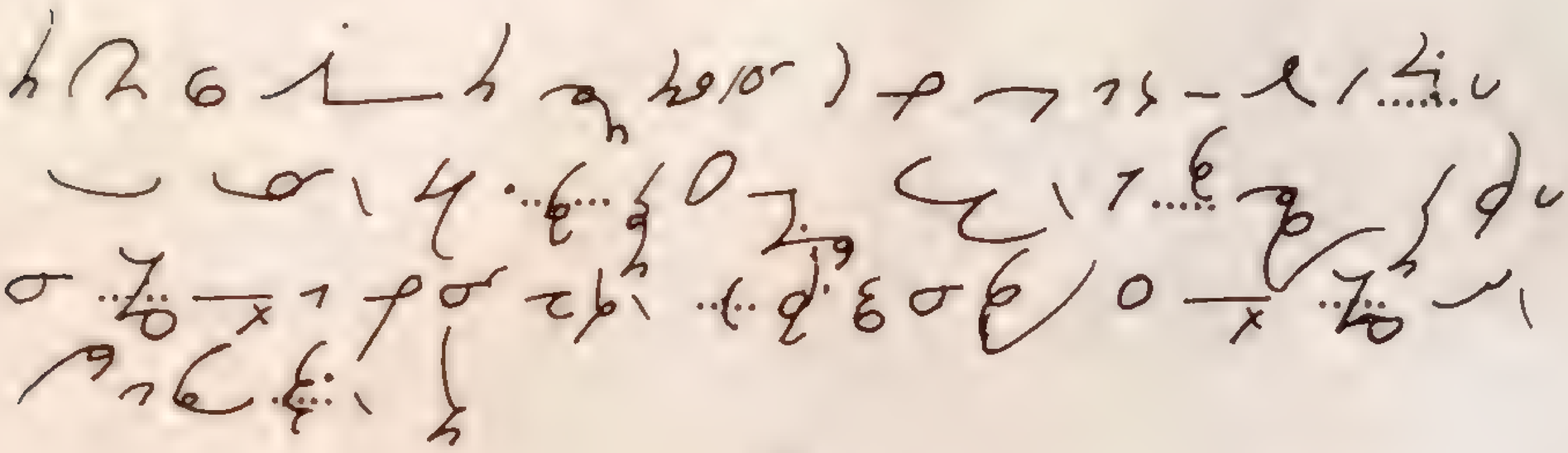


G

Mr. Ralph H. Brooks, 45 Collins Street, Wheeling,
W. Va.

Dear Sir: We are informed by our factory that you are in the market for a used Ford car, runabout preferred. At present we have no used cars on hand; but several of our owners are contemplating turning in their cars on a trade and I have no doubt that some one of these cars will be just what you are looking for.

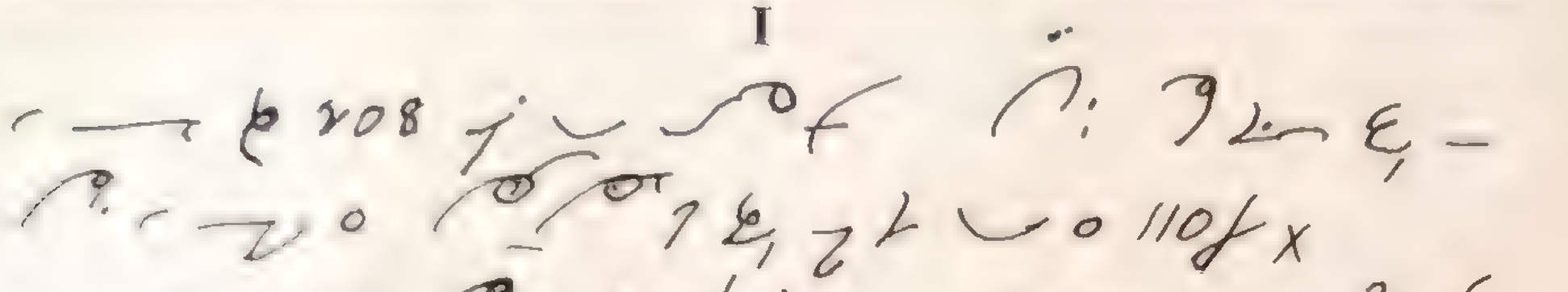
When any car comes in that I think will suit you, I will telephone you. Yours truly,

H

Virginia Supply Co., Richmond,
Virginia

Gentlemen: We thank you for your letter of the 10th and note what you say in reference to furnishing us some stock. It will be a pleasure to send you our inquiries from time to time. At present we should be glad to have you quote us on hard wood mixed, as noted on the inclosed sheet. Please quote us also on poplar or mixed hard wood lath. Give us your best prices. Very truly yours,

I



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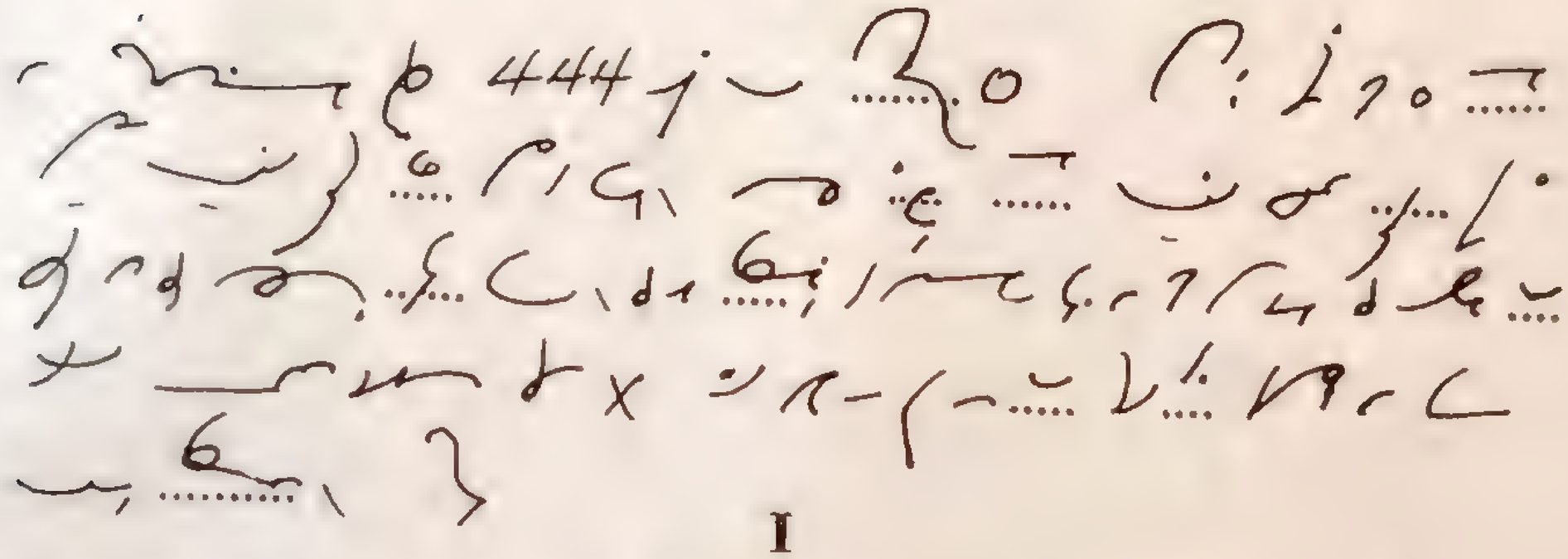


I

The Men's Shop, 208 Third Street, Lakewood,
New Jersey

Gentlemen: We have finally succeeded in getting the matter of George Jones's account settled in full for the sum of $110.

The enclosed statement gives the accounting in detail, showing the amount collected, the sum advanced by you, our commission, and the court costs. Our check for $78.15, covering the balance due you is enclosed. Sincerely yours,

J

The Young Women's Shoppe, 444 Third Street,

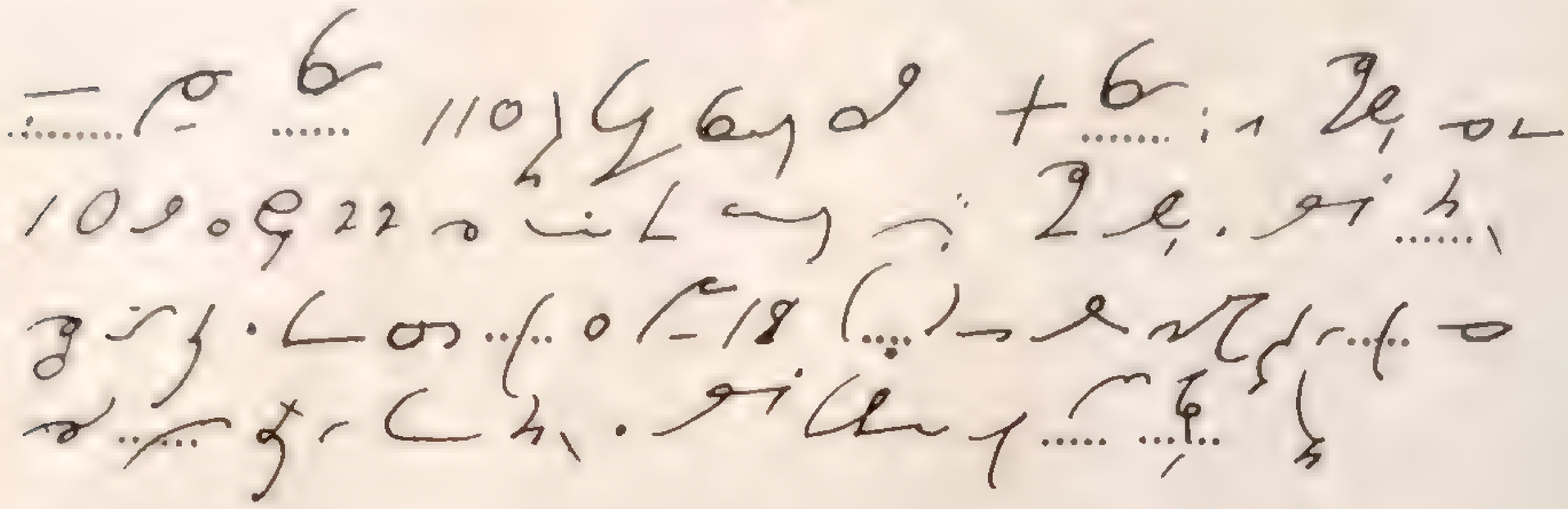
Springfield, Ohio

Gentlemen: I have the account of Mrs. Jane Smith and have already given it my attention.

When I called Mrs. Smith on the telephone today, I found that she is working part time. She promised to commence paying the account just as soon as she receives her first monthly salary check.

I will keep in touch with her and will try to get the payment started promptly. Yours very truly,

K



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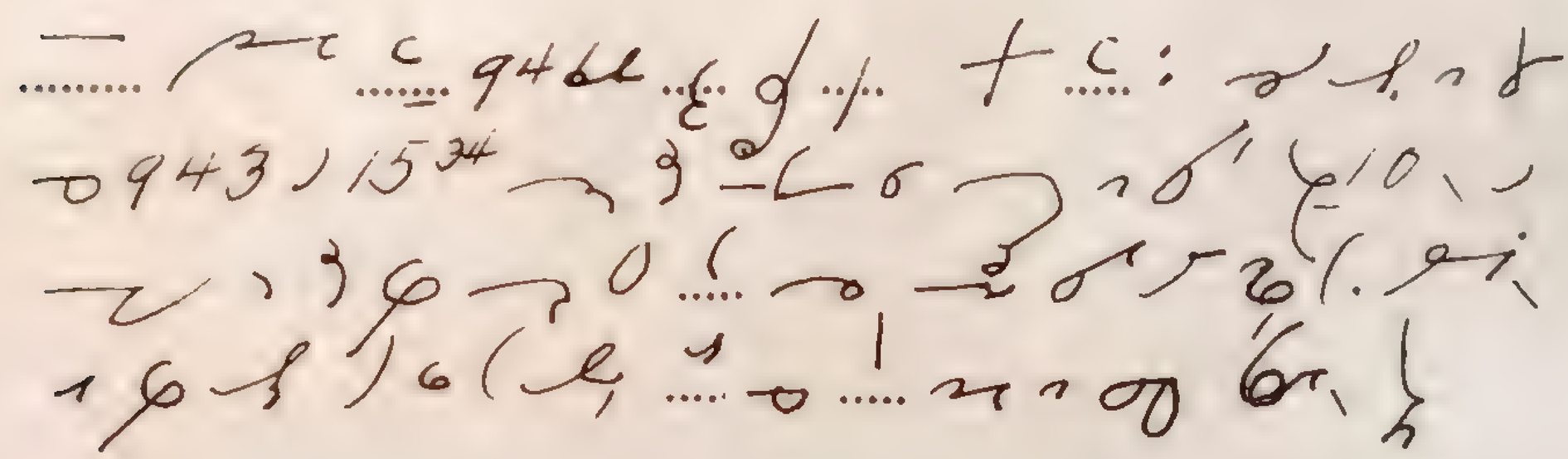


K

Mr. John Brock, 110 Shady Boulevard, Portland,
Oregon

Dear Mr. Brock: As we have received no answer to our letter of October 22, we still do not understand why we have not received a remittance from you.

We should like to have a payment on your bill of June 18; but if for any reason you are not able to pay the bill now, we will gladly extend the time for you. A remittance by return mail will be greatly appreciated. Very truly yours,

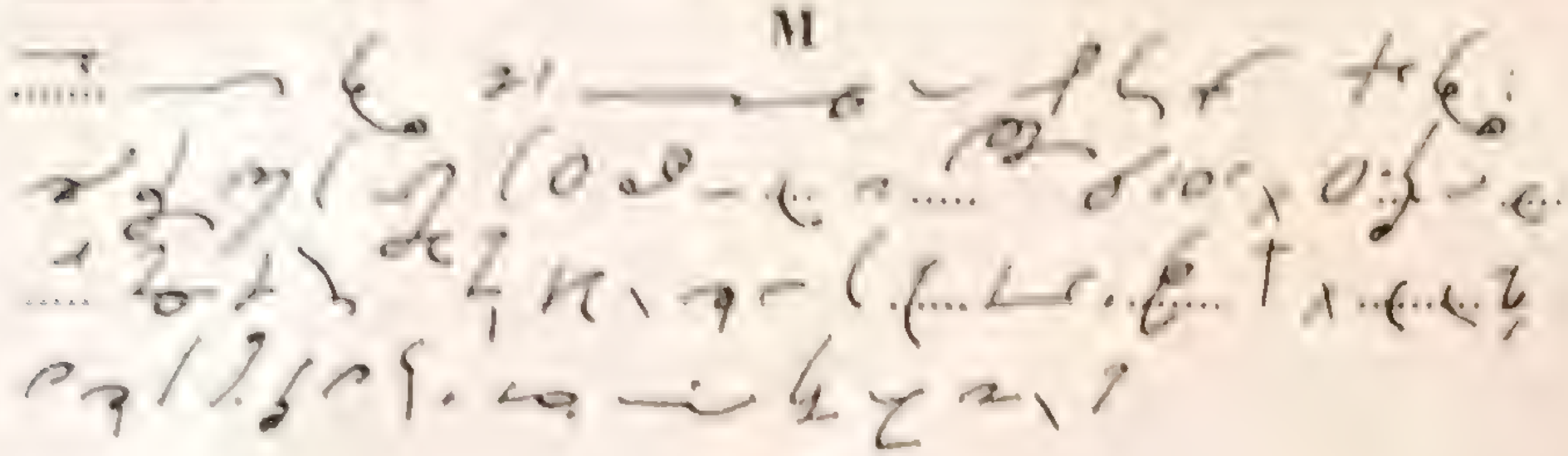
L

Mr. James Carr, 94 Terrace Place, Dover,
Delaware

Dear Mr. Carr: We are returning your check, number 943, for $15.34, which you sent in payment of the merchandise you ordered February 10.

This material was sent C.O.D., which is our practice when mail orders are not accompanied by a remittance. As C.O.D. returns have already been received, there is no charge against you on our books. Very truly yours,

M



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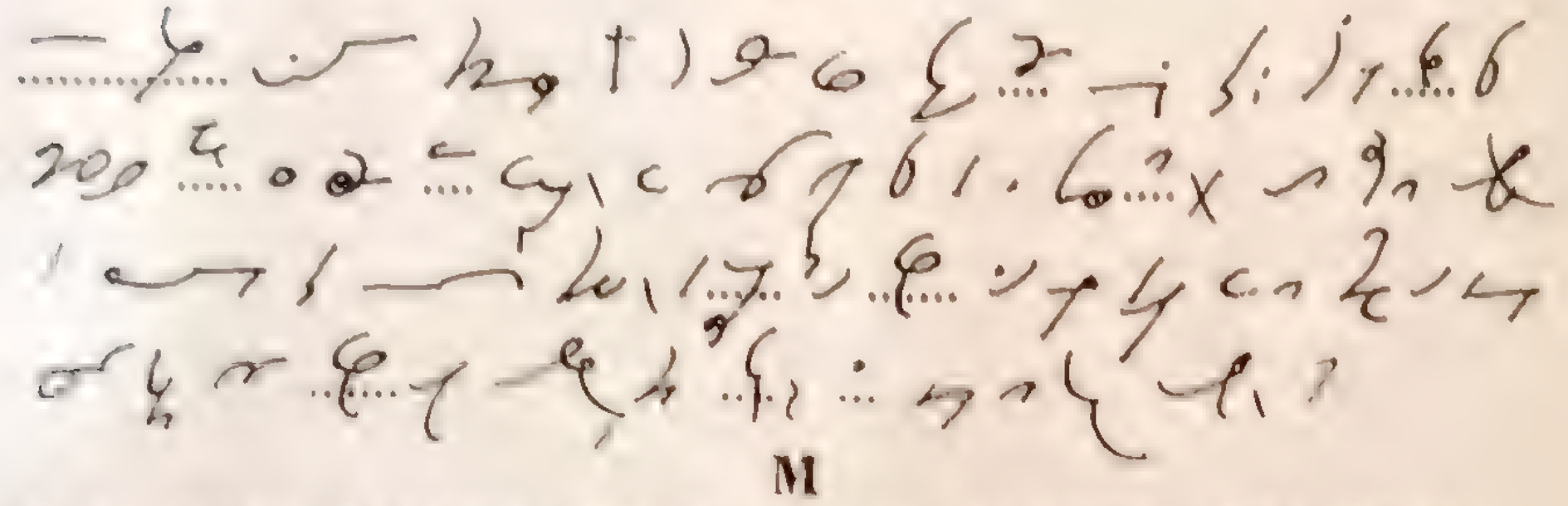


M

Mrs. Mary Beaver; 21 Monmouth Street, Red Bank, New Jersey

Dear Mrs. Beaver: We are very sorry that you have been inconvenienced by our error in filling your grocery order of the 10th.

Our driver will call on Thursday afternoon for the things you do not wish to keep. We shall then be able to make a proper exchange.

Please feel assured that we shall do everything to see that such an annoying mistake does not happen again.

Yours truly,

N

Mr. Fred Hiram, Farmers Exchange & Loan Company, Battle Creek, Michigan

Dear Sir: I have at present about 20,000 acres of corn land under cultivation. All weather conditions point to a banner year.

Will you send your representative to estimate its market value? To harvest this crop I will need $1,000. Can you advance this amount on the surety that the crop can be reserved for your purchase?

I await your favorable reply.

Yours truly,

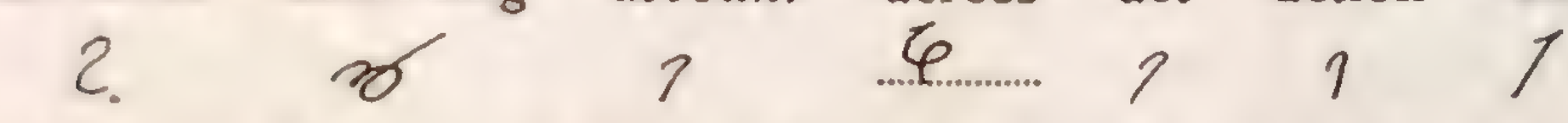
SHORTHAND VOCABULARY BUILDING

The shorthand outlines for the "1000 most-used words" are given below. They comprise about 96 per cent of the words most frequently used in speaking and writing. They are arranged in alphabetic order. Speed Graphs are in *italics* and should be memorized. It is recommended that they be learned by alphabetic sections as marked.

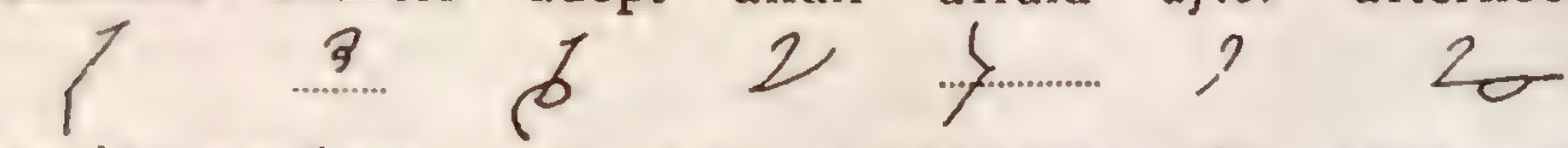
A

**a* able aboard *about* *above* *absence* *accept*

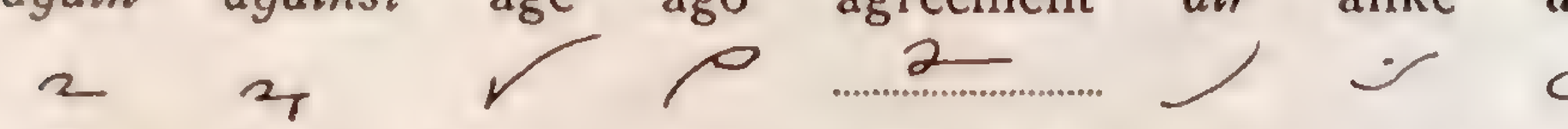
accident according *account* across act action add



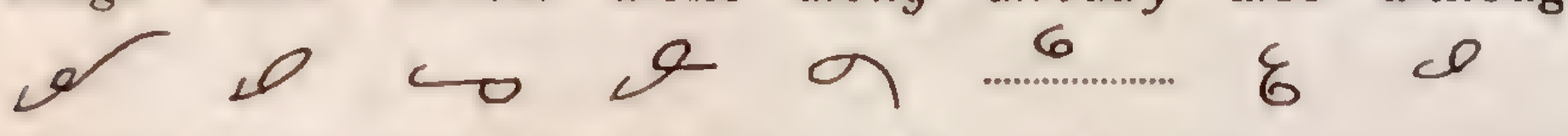
addition address adopt affair afraid *after* afternoon



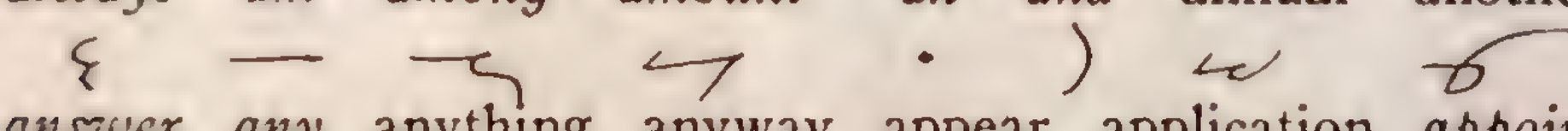
again *against* age ago agreement *air* alike *all*



allege allow *almost* alone *along* *already* also although

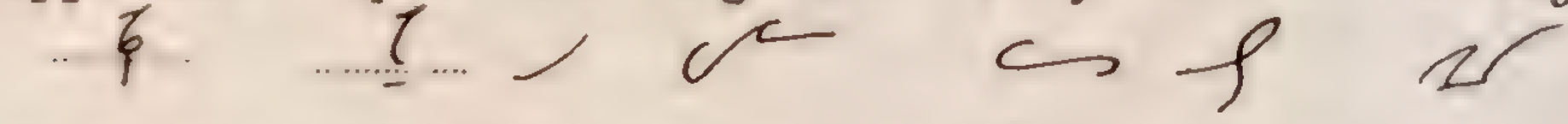


always *am* *among* *amount* **an* *and* annual another

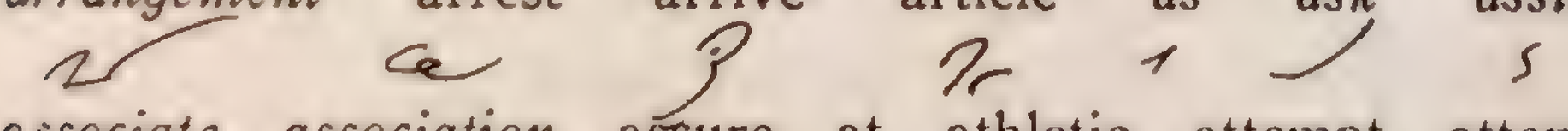


answer *any* anything anyway appear application *appoint*

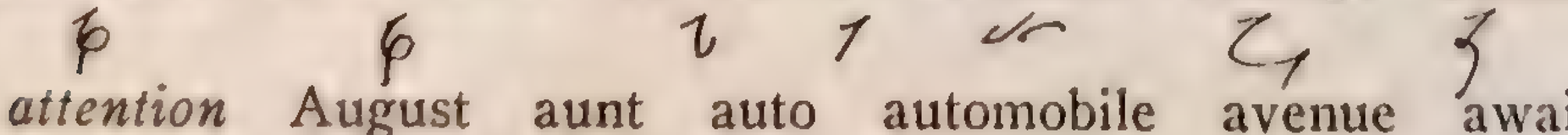
appreciate *April* *are* argument army around *arrange*



arrangement arrest arrive article *as* *ask* *assist*



associate *association* assure at athletic attempt attend



attention August aunt auto automobile avenue await

away awful

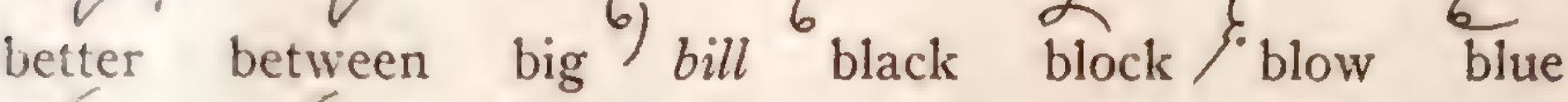
*A and *an* are represented by a dot in the base line. *I* is above the line, and *if* is a dot below the line.

B

baby back bad ball band *be* bear beautiful became

because *become* bed *been* *before* beg began begin

beginning begun *behind* *believe* belong beside best



better between big *bill* black block blow blue

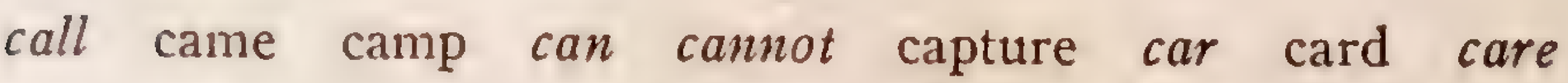
board boat *body* book born both bought box boy

bridge *bring* broke *brother* brought *build* *built* burn

business busy *but* buy *by*

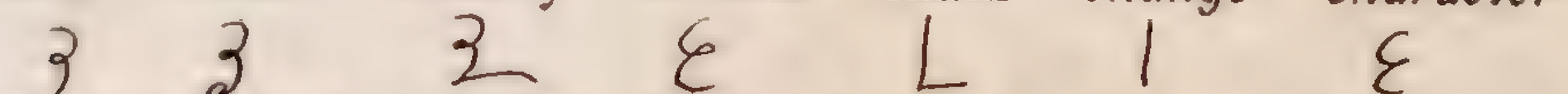
C

call came camp *can* *cannot* capture *car* card *care*

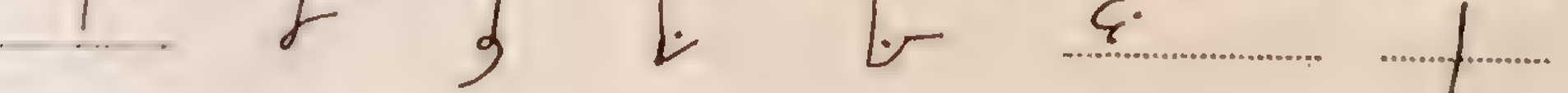


career carried carry case cast catch *cause* celebration

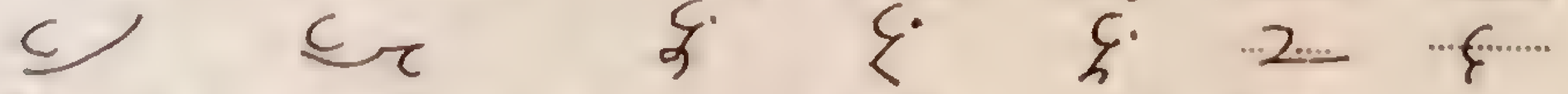
cent center century *certain* chain *change* *character*



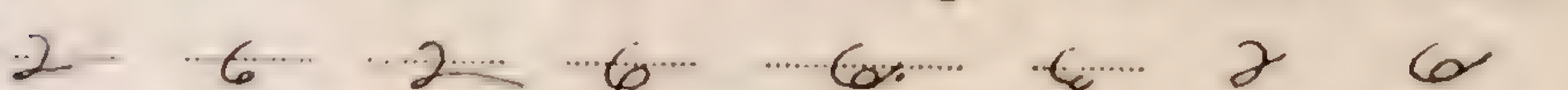
charge check chief *child* *children* *Christmas* *church*



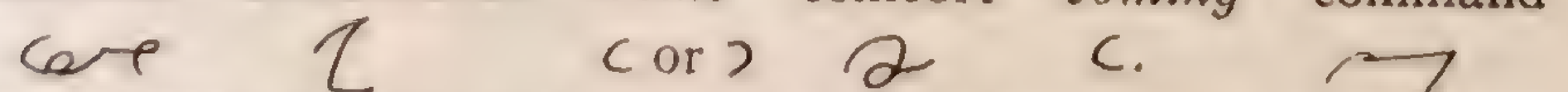
circular circumstance cities citizen city claim class



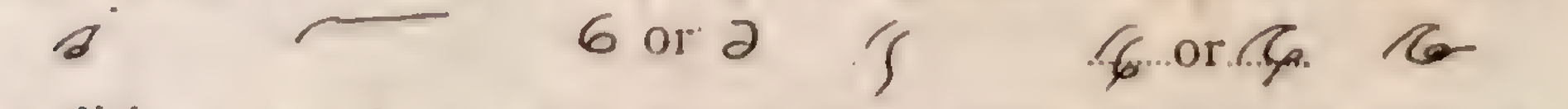
clean *clear* clerk close clothing club cold *collect*



colonies combination *come* comfort *coming* command



committee common *company* complaint complete concern



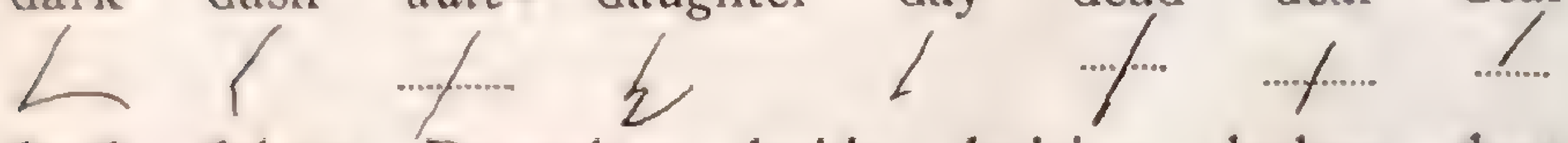
condition conference connection *consider* *consideration*

contain convenient convict *copy* cordially cost *could*

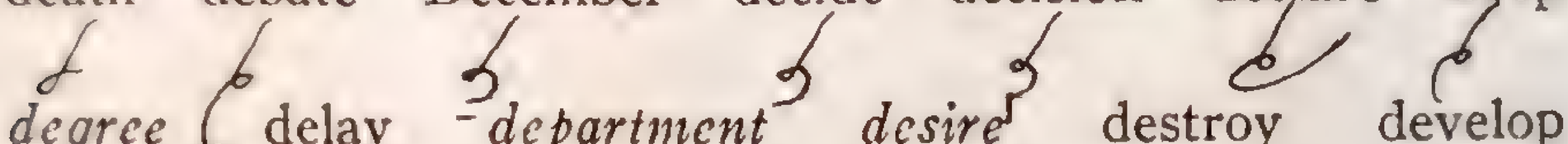
country course court *cover* crowd cut

D

dark dash *date* daughter day dead deal dear



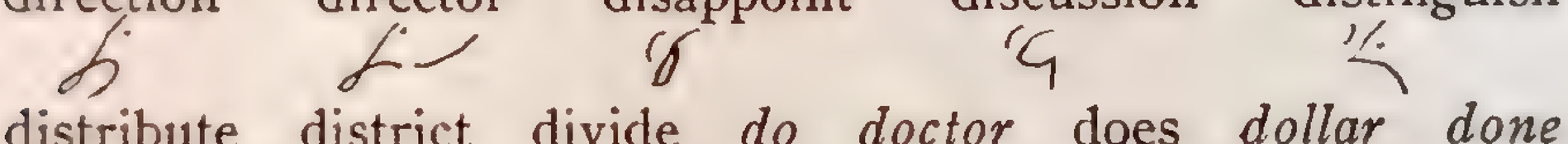
death debate December decide decision declare deep



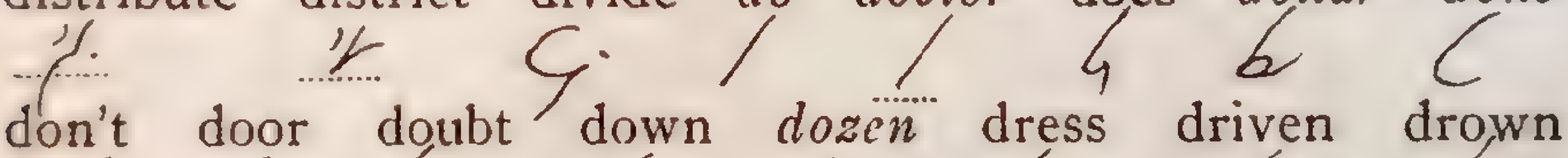
degree delay *department* *desire* destroy develop

diamond *did* died *difference* *different* *difficulty* direct

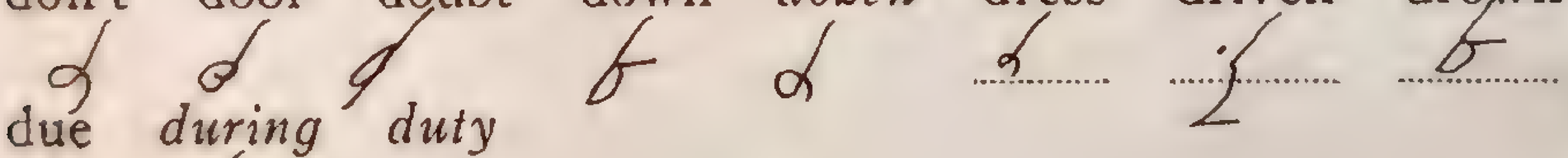
direction director disappoint discussion distinguish



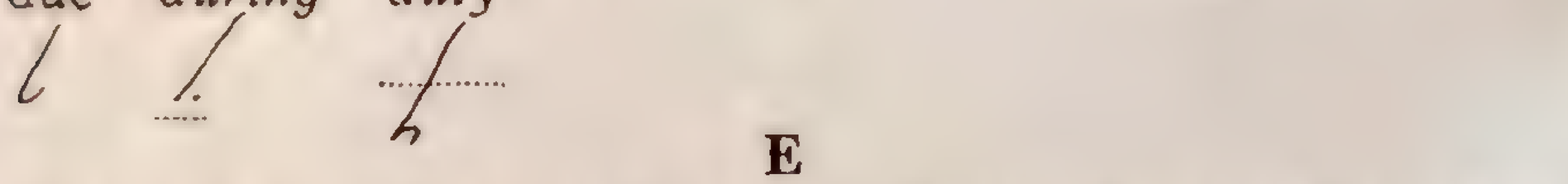
distribute district divide *do* *doctor* does *dollar* *done*



don't door doubt down *dozen* dress driven drown

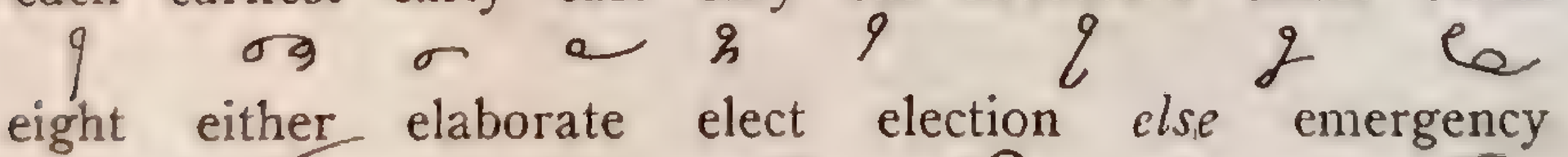


due *during* *duty*

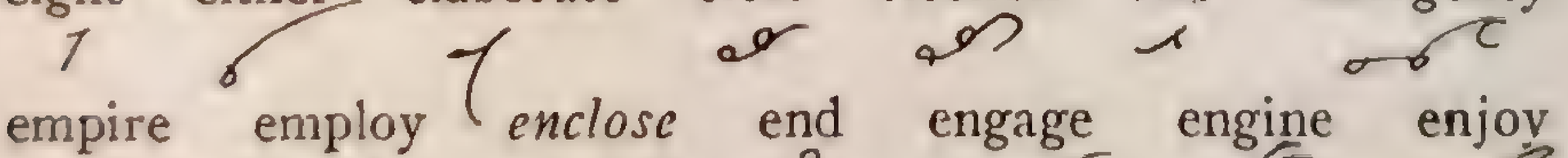


E

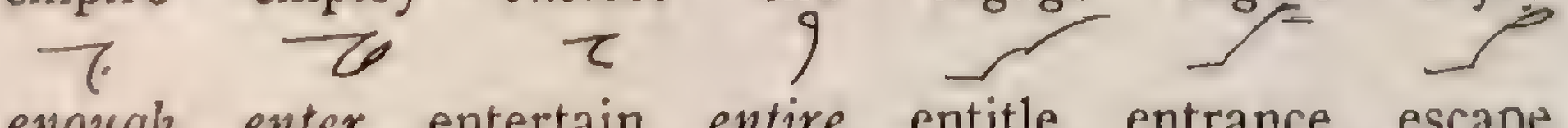
each earliest early east easy eat *education* effect effort



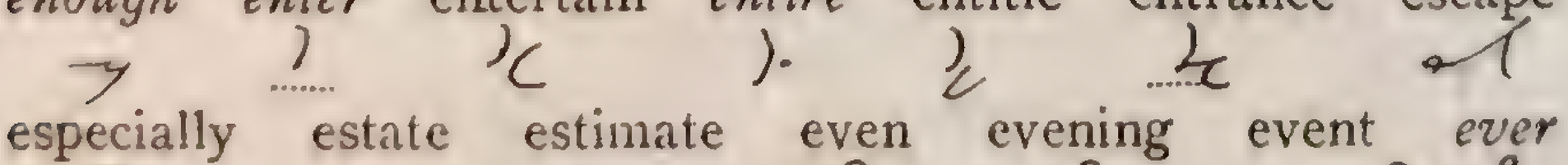
eight either elaborate elect election *else* emergency



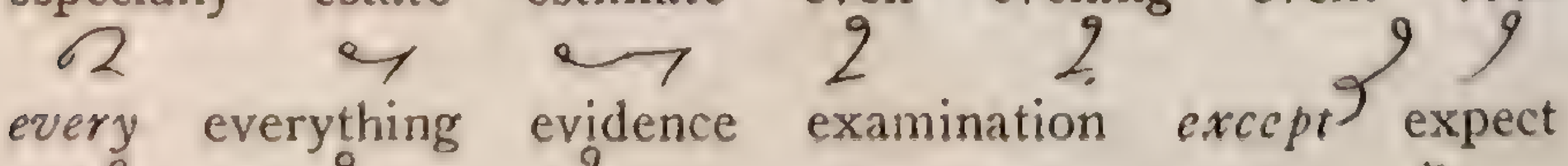
empire employ *enclose* end engage engine enjoy



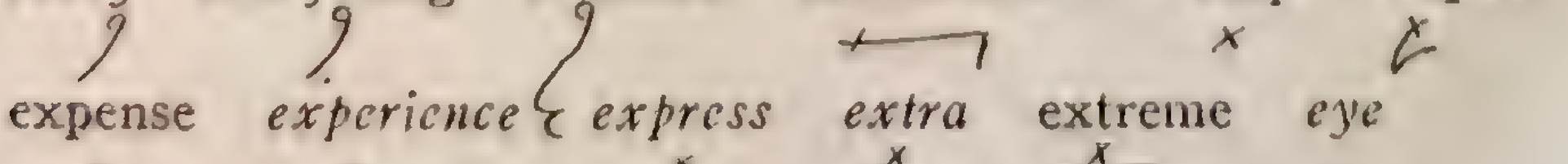
enough *enter* entertain *entire* entitle entrance escape



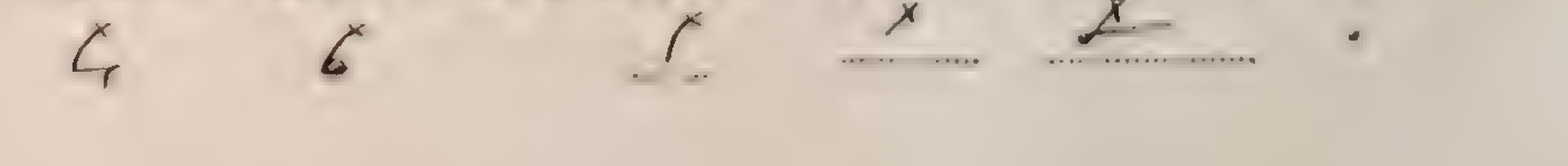
especially estate estimate even evening event *ever*



every everything evidence examination *except* expect

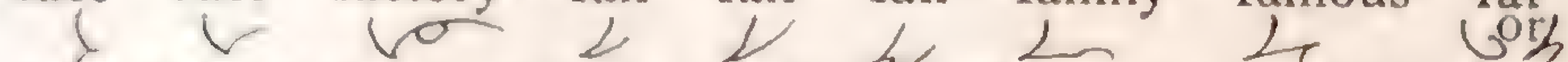


expense *experience* *express* *extra* extreme *eye*



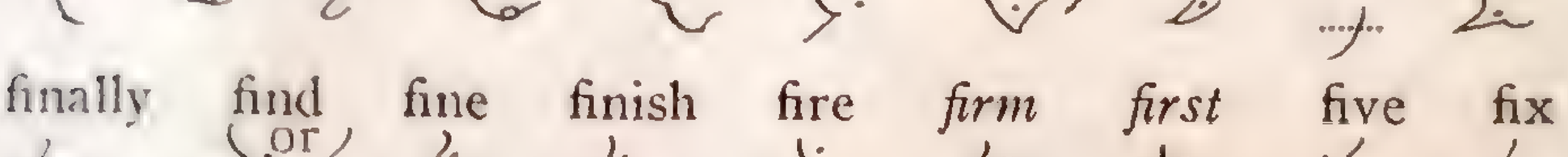
F

face fact factory fail fair fall family famous far

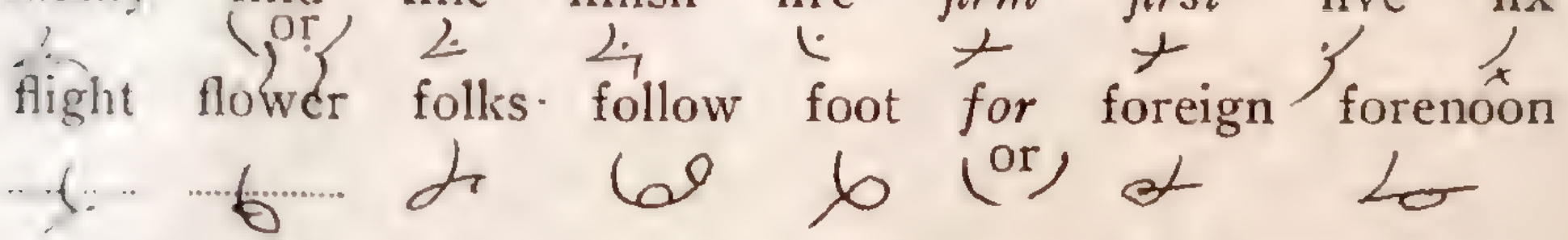


farther father favor feature February *feel* feet

fell felt few field fifth fight figure file *fill* final



finally find fine finish fire *firm* *first* five fix



flight flower folks follow foot *for* foreign forenoon

forget *form* fortune forty *forward* found four

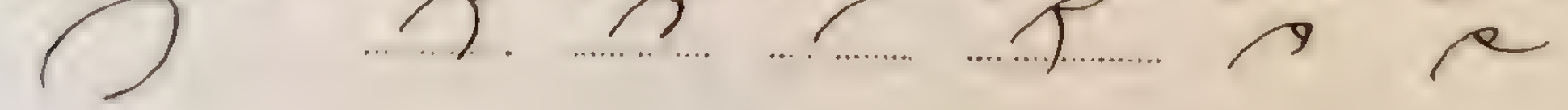
fourth free Friday friend *from* front *full* further

G

game *gave* general *gentlemen* get getting *girl* *give*

glad glass go *God* goes gold gone *good* got

government grand grant *great* ground guess guest



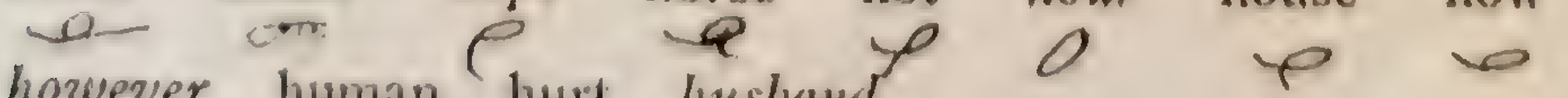
H

had half *hand* happen happy hard *has* hat *have*

he head *hear* heard heart height held help *her*

here herself high *him* himself *his* history hold

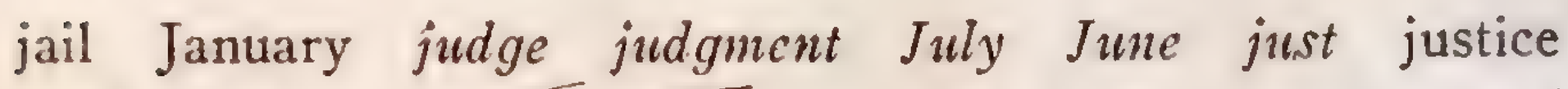
home honor *hope* horse hot *hour* house how



however human hurt *husband*

I

I ice *if* illustrate *immediate* *importance-important*

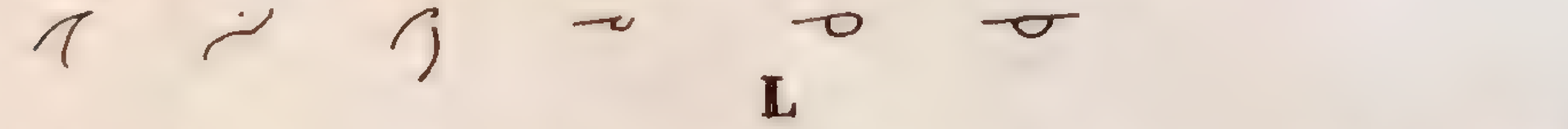


impossible imprison *improvement* *in* include *income*

increase indeed *inform* (or) *information* injure inside

inspect instead *intend* *interest* *into* investigate

invitation *is* issue *it* itself



J

jail January *judge* *judgment* *July* *June* *just* justice

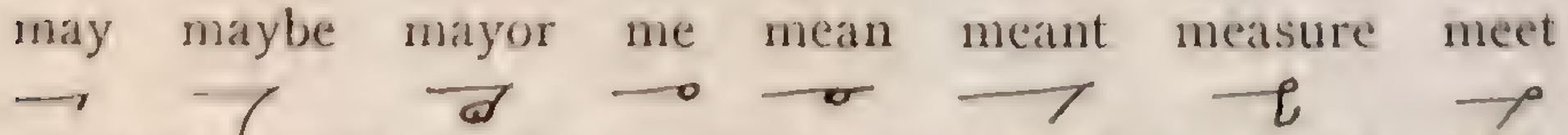
K

keep kill kind knew know known

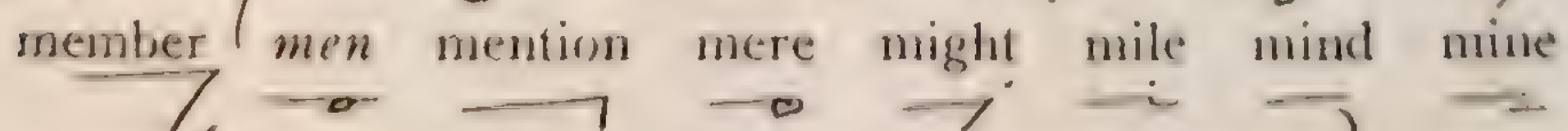
L

lady lake land large last late law lay lead *learn*

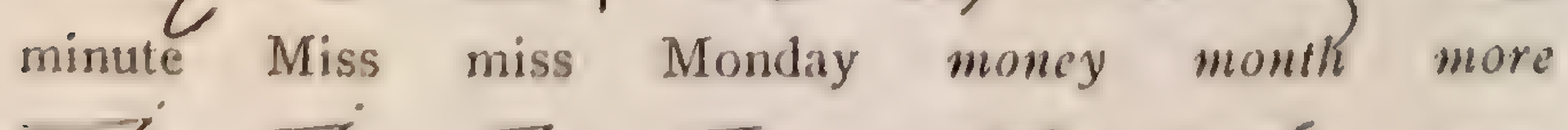
least leave led ledge left length less lesson *let*



letter liberty life light like line list little live



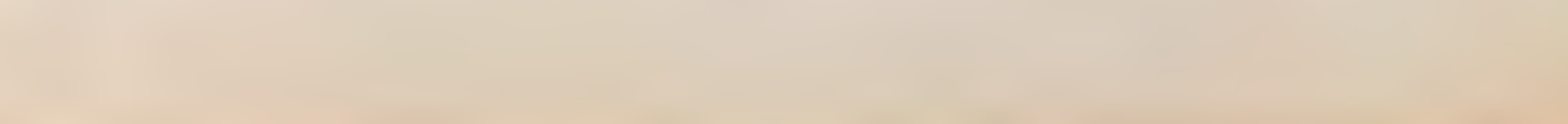
local *long* *look* lose loss lost lot *love* low



M

machine madam made mail majority make *man*

manner *many* March marriage material matter May

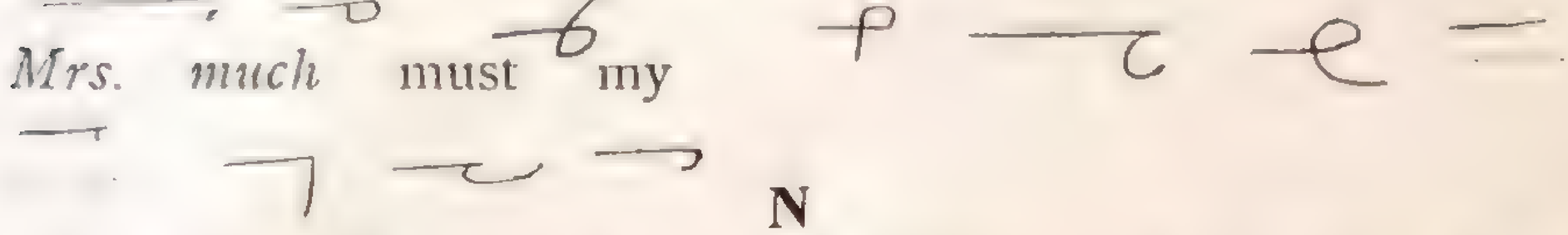


may maybe mayor me mean meant measure meet

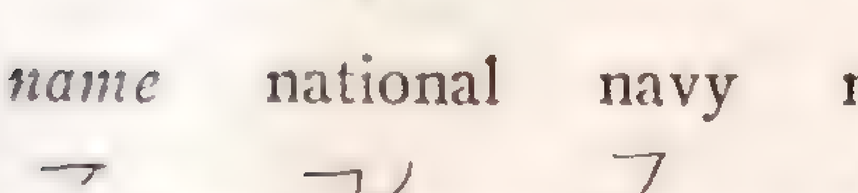
member *men* mention mere might mile mind mine

minute Miss miss Monday *money* *month* *more*

morning *most* mother motion mountain *move* *Mr.*

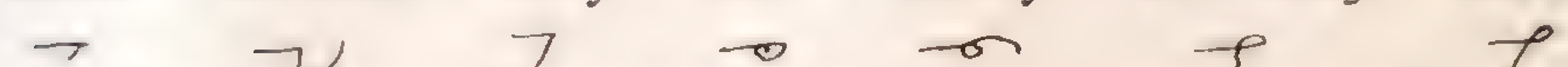


Mrs. *much* must my

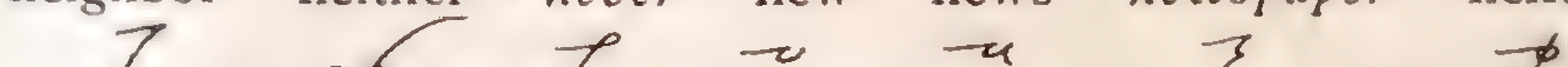


N

name national navy near nearly *necessary* need

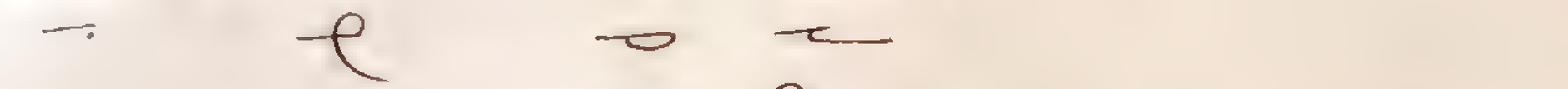


neighbor neither *never* new news *newspaper* next



nice night nine no none noon nor north *not*

nothing November now *number*



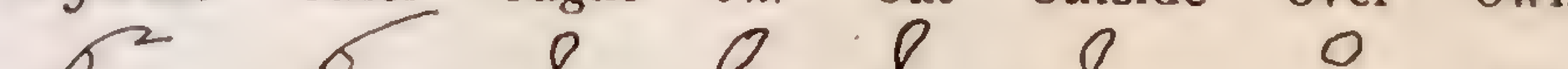
O

object *objection* oblige obtain occupy *o'clock* October

of off dffer *office* *official* often old omit on

once *one* only open *opinion* *or* *order* *organization*

organize other ought *our* out outside over own



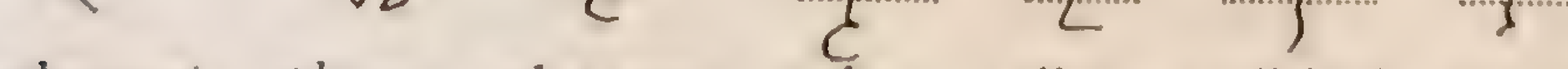
P

page paid pair paper *part* *particular* party pass

past pay people *perfect* perhaps period person

personal picture piece place plan plant play

pleasant *please* pleasure *point* police political poor

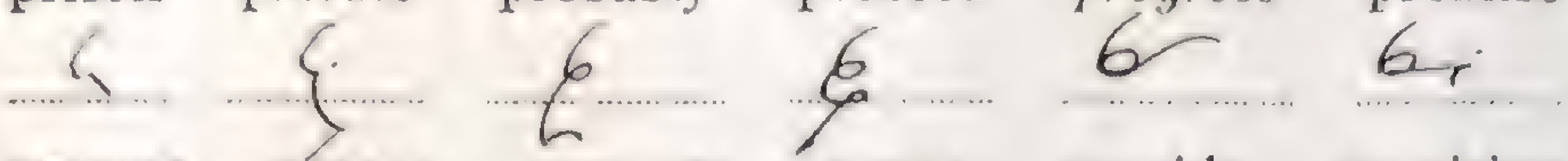


popular population *position* *possible* post *pound* power

practical prefer preliminary prepare *present* *president*

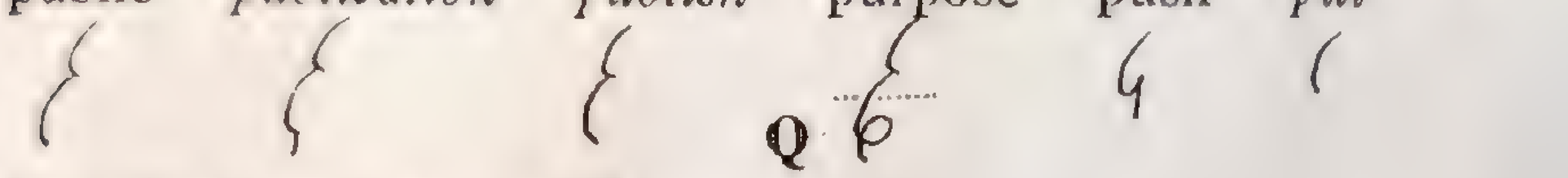
press pretty price primary *principal* *principle* print

prison private probably proceed *progress* promise



prompt proper property prove provide provision

public *publication* *publish* purpose push *put*

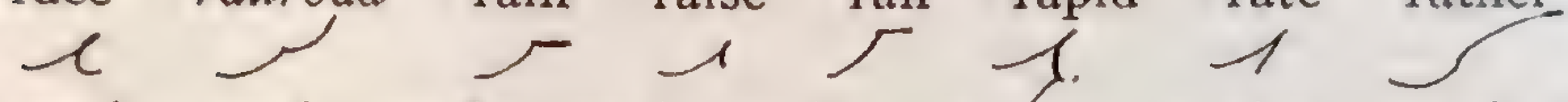


Q

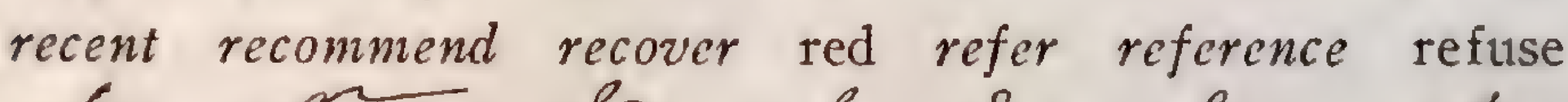
question quite quill queer

R

race *railroad* rain raise ran rapid rate rather

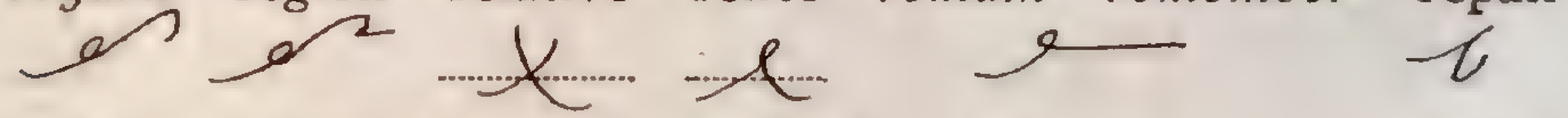


reach read ready real really reason receipt *receive*

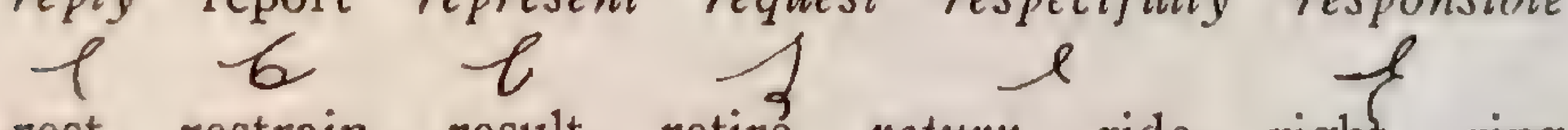


recent *recommend* *recover* red *refer* *reference* refuse

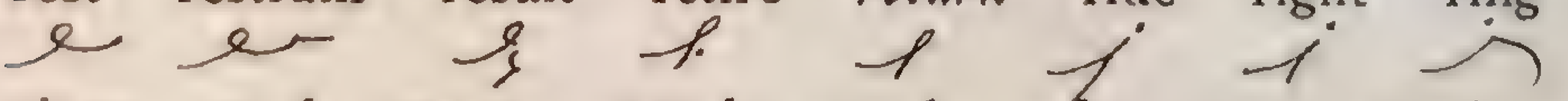
regard region relative relief *remain* *remember* repair



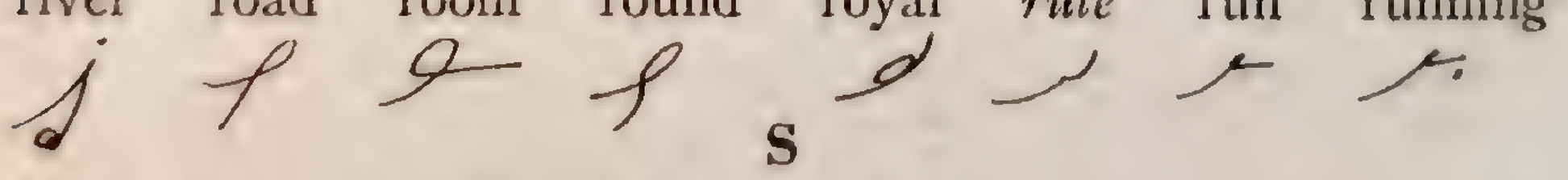
reply report *represent* *request* *respectfully* *responsible*



rest restrain result retire *return* ride right ring



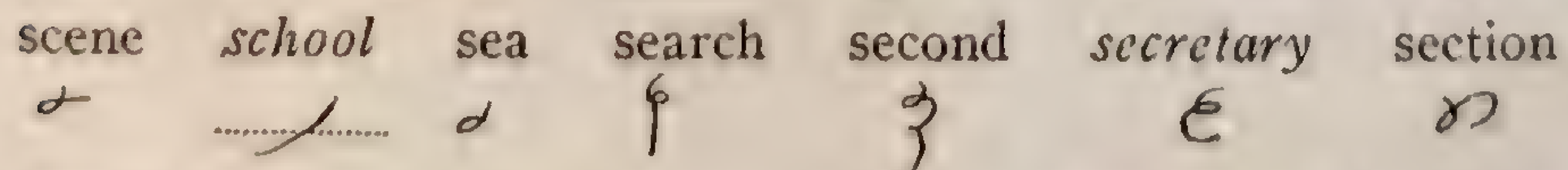
river road room round royal *rule* run running



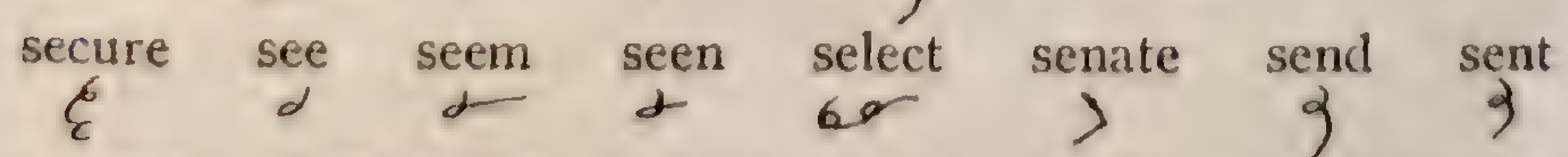
S

said sail salary *same* Saturday saw say says

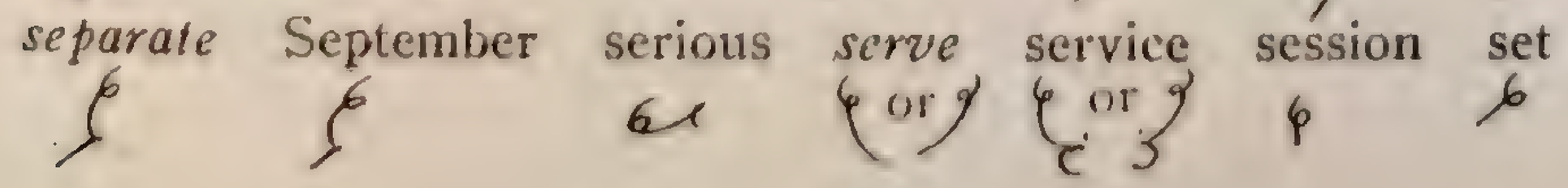
scene *school* sea search second *secretary* section



secure see seem seen select senate send sent

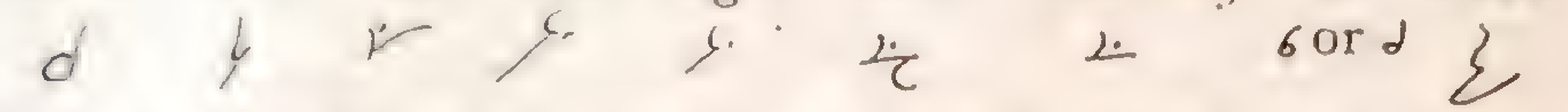


separate September serious *serve* service session set



seven *several* *shall* she shed *ship* *short* *should*

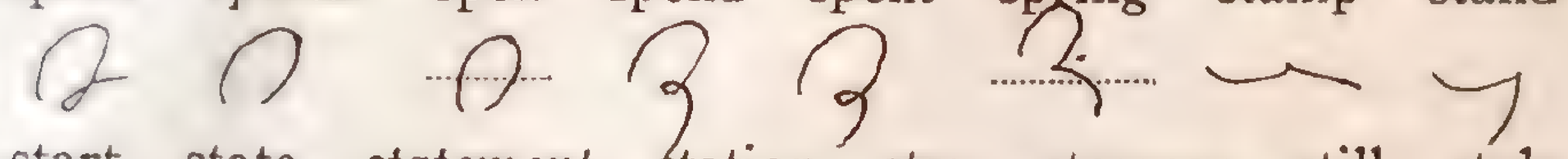
show shut sick side sight since *sincerely* *sir* sister



sit six size slide small so soap soft sold *some*

something sometimes *son* song *soon* sorry south

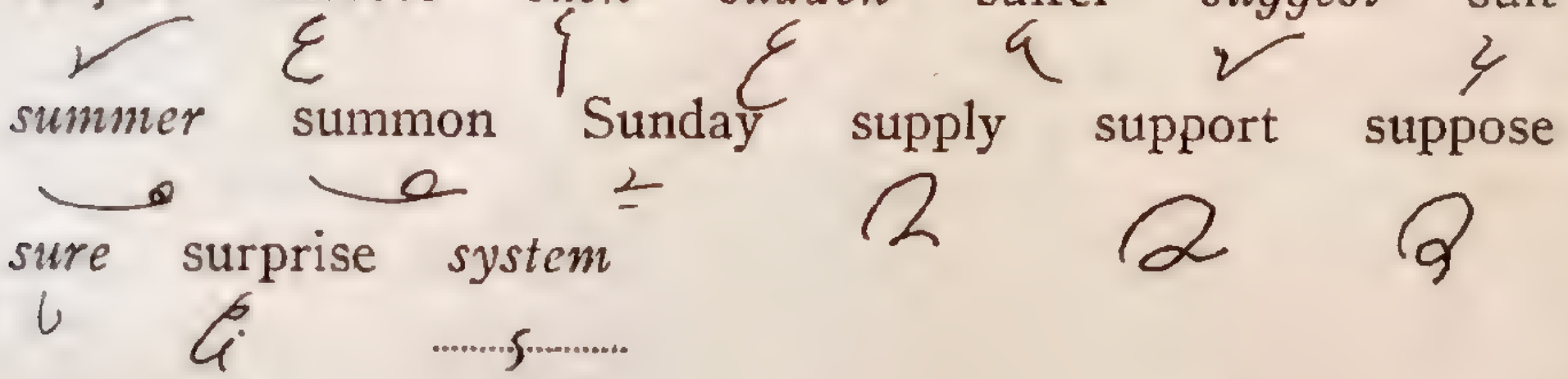
speak *special* spell spend spent spring stamp stand



start state *statement* station stay steamer still stole

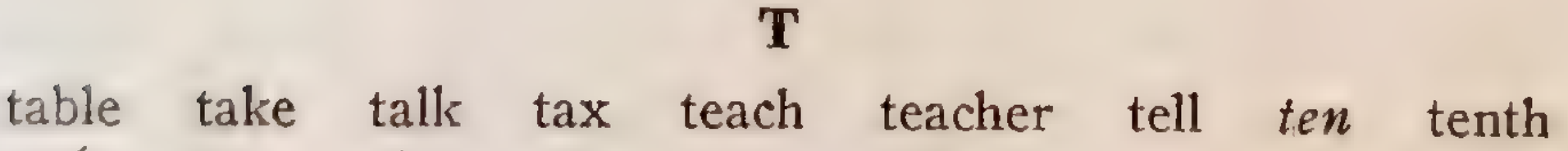
stone stood stop stopped story *street* struck study

subject *success* *such* *sudden* suffer *suggest* suit



summer summon Sunday supply support suppose

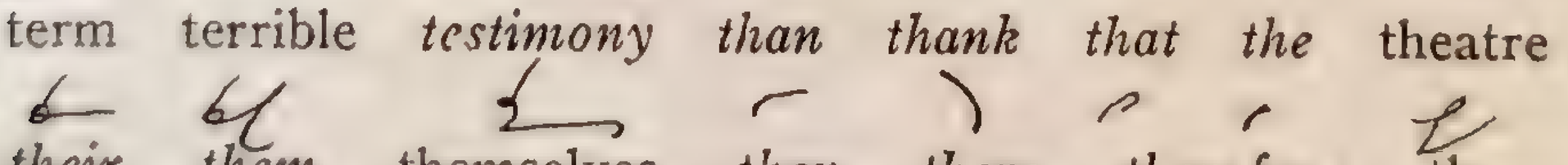
sure surprise *system*



T

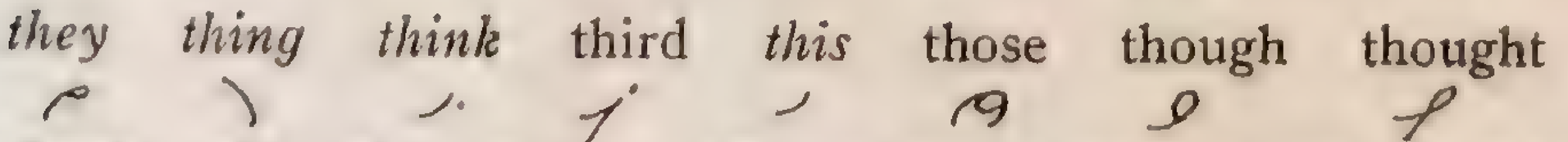
table take talk tax teach teacher tell *ten* tenth

term terrible *testimony* *than* *thank* *that* *the* theatre



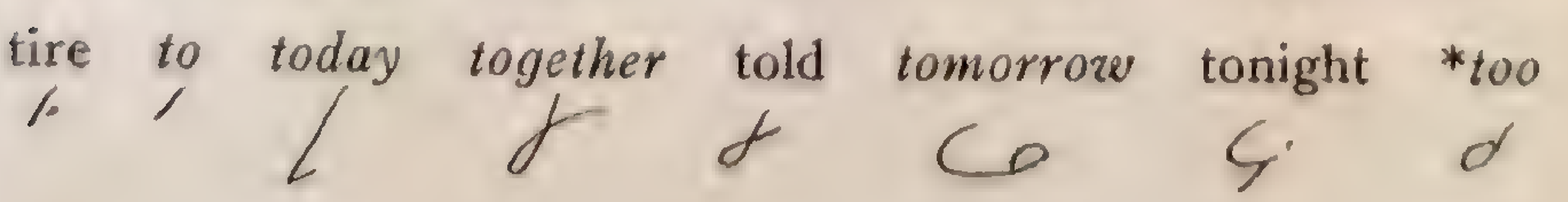
their *them* themselves *then* *there* *therefore* these

they *thing* *think* third *this* those though thought

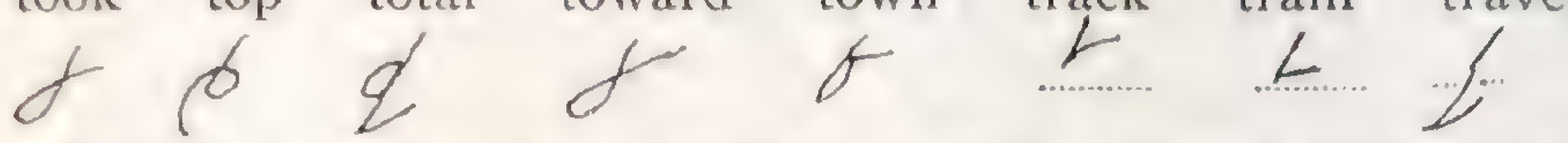


three through throw Thursday thus ticket *time*

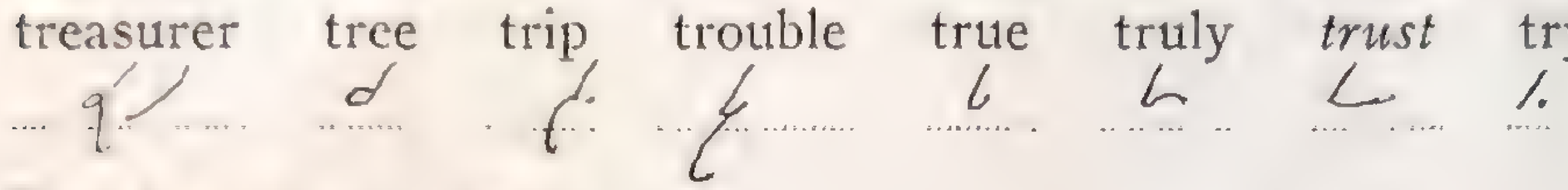
tire *to* *today* *together* told *tomorrow* tonight *too



took top total toward town track train travel



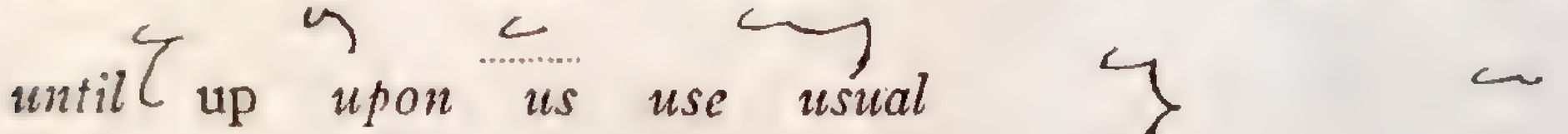
treasurer tree trip trouble true truly *trust* try



Tuesday turn *two

U

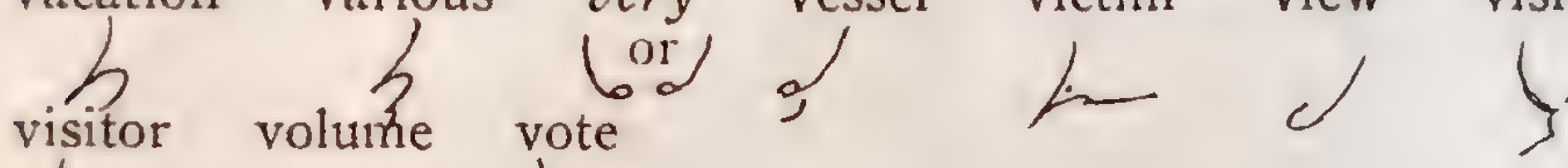
unable uncle *under* understand unfortunate unless



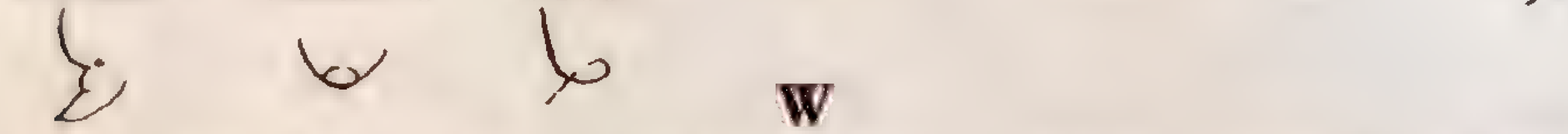
until up *upon* *us* *use* *usual*

V

vacation various *very* vessel victim view visit

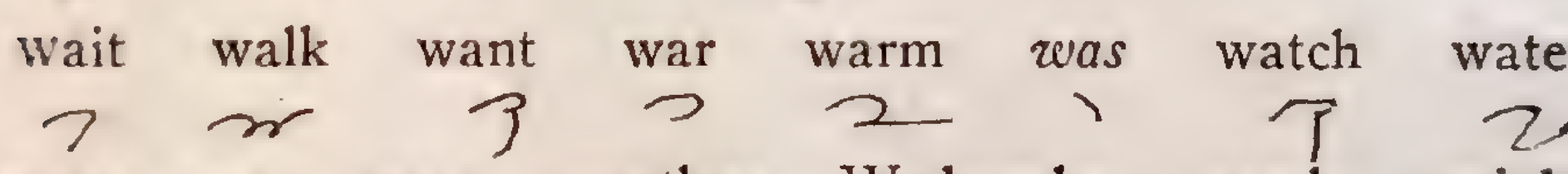


visitor volume vote

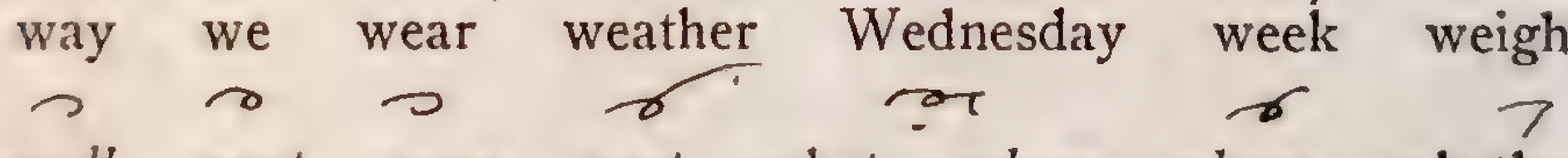


W

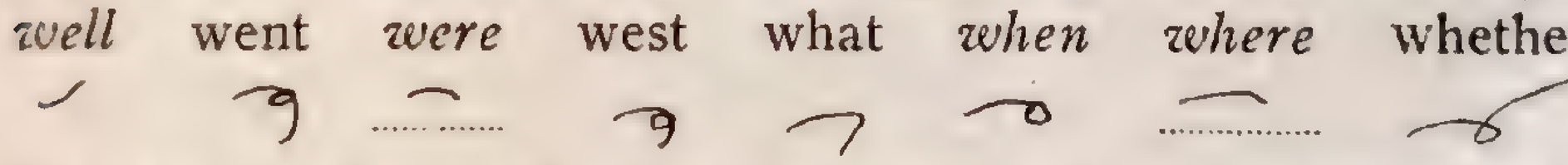
wait walk want war warm *was* watch water



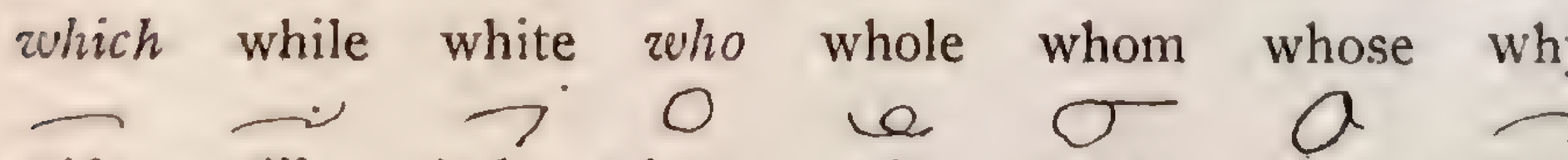
way we wear weather Wednesday week weight



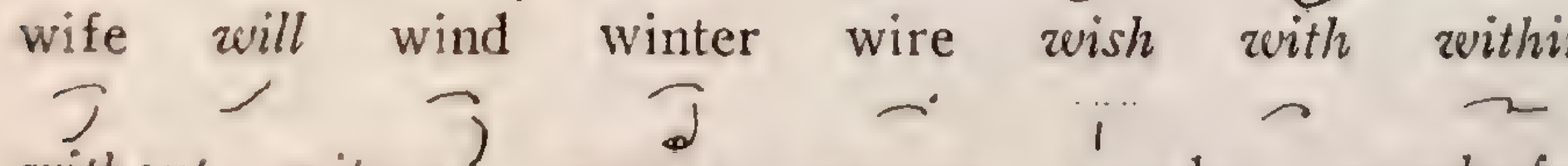
well went *were* west what *when* *where* whether



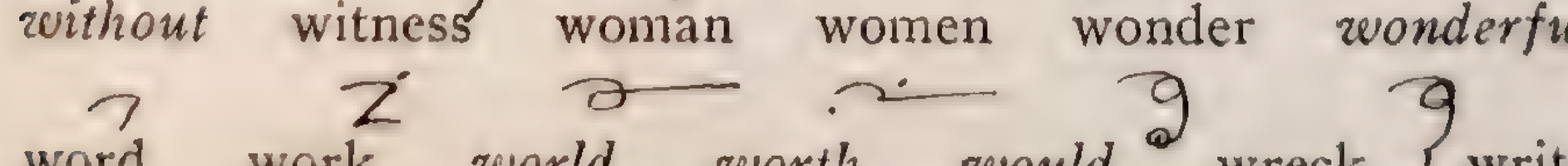
which while white *who* whole whom whose why



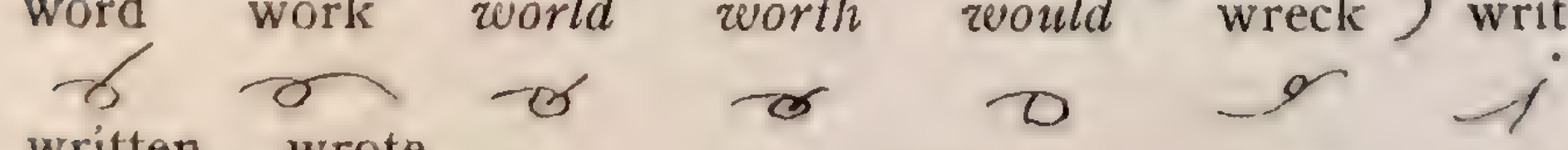
wife *will* wind winter wire *wish* *with* *within*



without witness woman women wonder *wonderful*



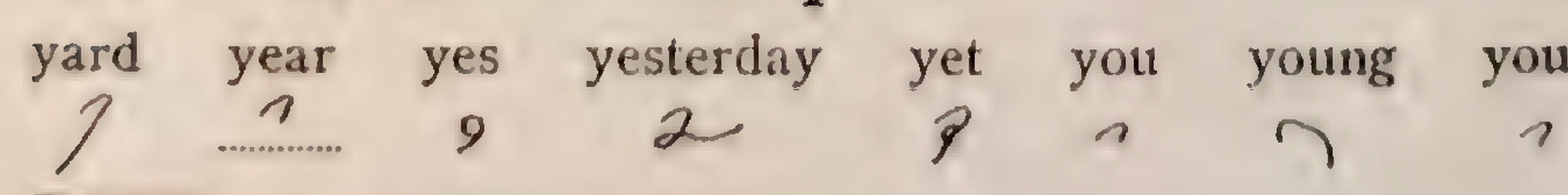
word work *world* *worth* *would* wreck write



written wrote

Y

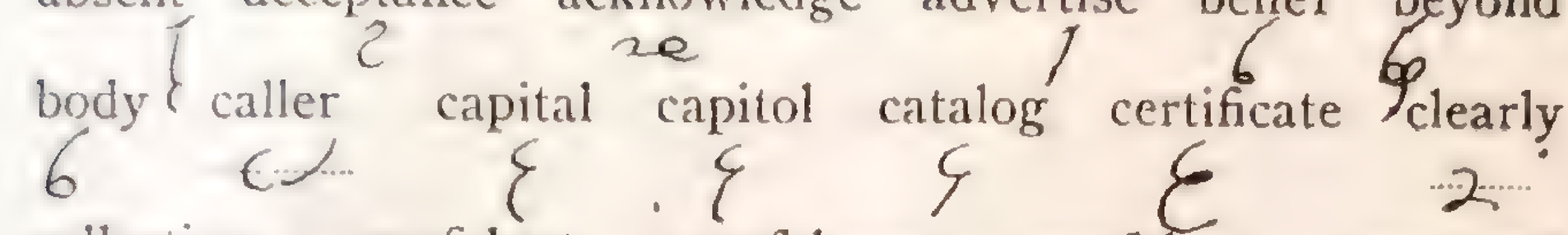
yard year yes yesterday yet you young your



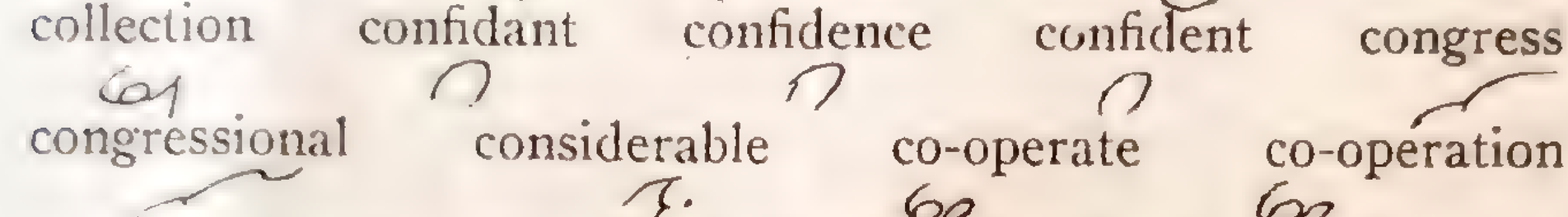
*Too and *two* are written in full .

Speed Graphs Not in Foregoing List

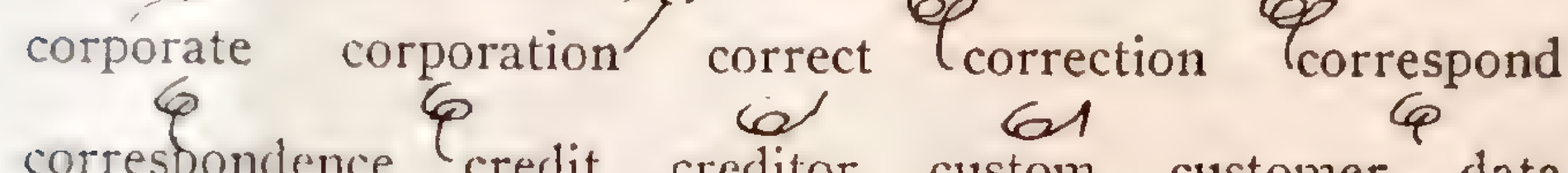
absent acceptance acknowledge advertise belief beyond



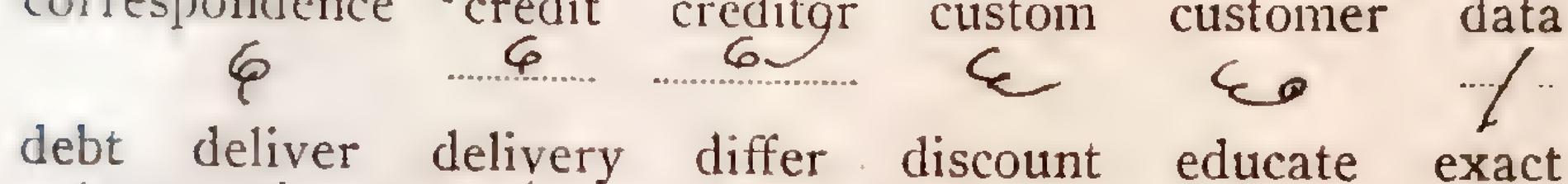
body caller capital capitol catalog certificate clearly



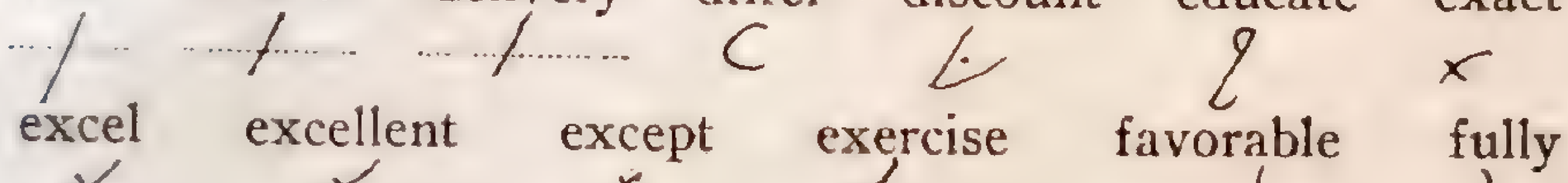
collection confidant confidence confident congress



congressional considerable co-operate co-operation

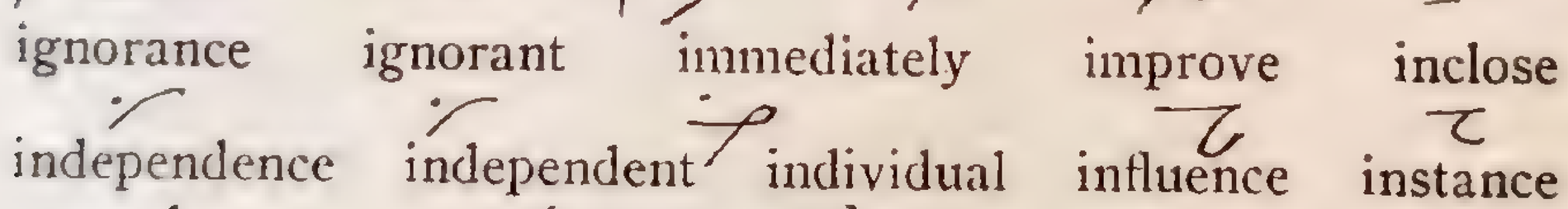


corporate corporation correct correction correspond

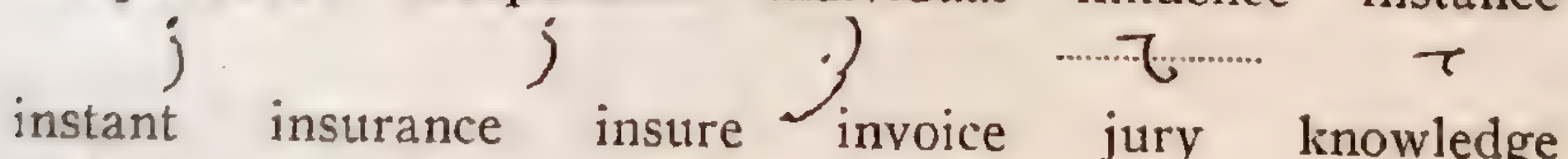


correspondence credit creditor custom customer data

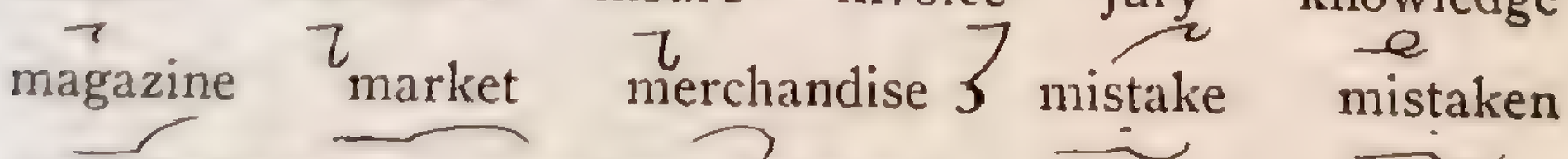
debt deliver delivery differ discount educate exact



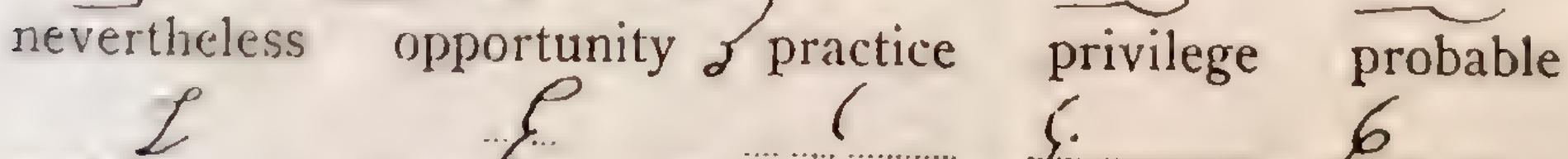
excel excellent except exercise favorable fully



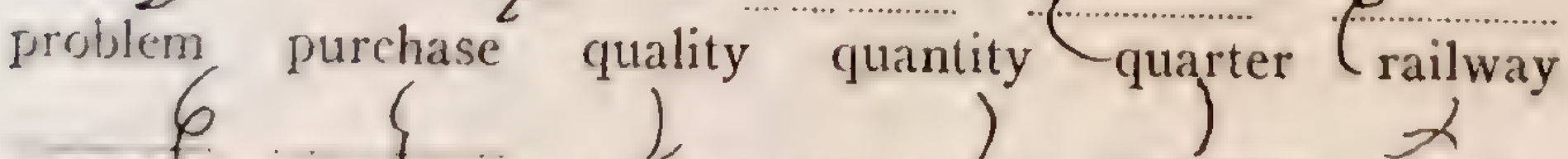
gentleman given govern guilt guilty hundred



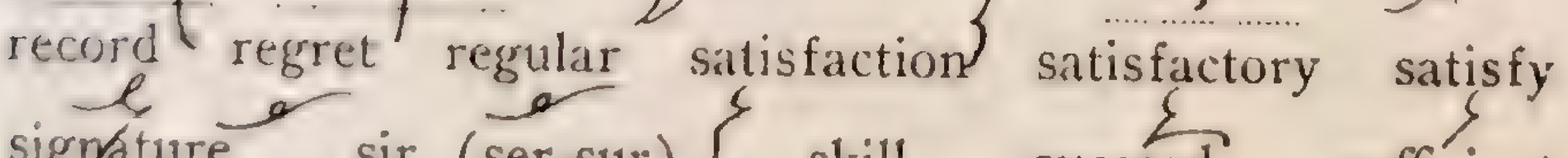
ignorance ignorant immediately improve inclose



independence independent individual influence instance

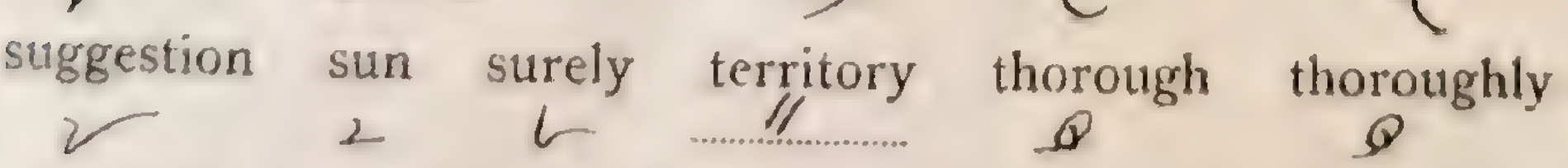


instant insurance insure invoice jury knowledge



magazine market merchandise mistake mistaken

nevertheless opportunity practice privilege probable



problem purchase quality quantity quarter railway

record regret regular satisfaction satisfactory satisfy

signature sir (ser-sur) skill succeed sufficient

suggestion sun surely territory thorough thoroughly

thousand throughout till touch truth typewriter union

welcome

LESSON SEVEN

Unit 1

Speed Groups

59. you will you are you can-not you may-not see

you know you would we would we could-not we are

we are not we will we will not we shall-not-be

we may-be we may go we shall go I may be-may have

we inclose we have we have not we have not been able

we wish I wish your account-is past due we do-not

I do not I am not able I shall go with you to the theater

which will which are which *were which is which was

will you are you with you with which of which-this

to which by which to us to the to come to go-give

to ask to this to that do this do that to sell-buy

to receive to let have been (has been had been)

will be will not be to be to have to me to meet

to know to note this is-not that is-not there is-not

---

*W may represent "were" in phrases.

Letters

Miss Lila Brown
Columbus, Ohio

Dear Miss Brown:

(Will you) consider a position (with this) firm? (You have been) (very highly) recommended (to us) (by the) principal (of your) school. (In the past) (we have had) a number of competent assistants (from this) school, (and we have learned) that (we can) rely (on its) students (to do) excellent work.

(We are very) particular (about the) quality (of our) work (and we desire) (to employ) only persons (who have had) (first class) training (and who have) a will to succeed in their work.

If (you desire) (to consider) (this position), please call for an interview Monday, October 10, at 2 (p.m.)

Very truly yours,

(Dear Mr.) Jones:

(In reply to your letter) (regarding the) vacancy (in your office) (I shall be) (very glad) (to accept) the position.

(I am pleased) (to know) that my principal has recommended me, and (I shall do) everything in my power (to fulfill) his (and your) expectations.

Our school term here ends in about three weeks when (I shall be) ready (to go) (to work). If (in the meantime) (you need) (some one) perhaps my friend, Miss Little, could substitute (for me), as (I am anxious) (to complete) my schooling (in order) (to be) fully prepared (for this position). (I hope) this arrangement (will be) satisfactory (to you.)

Very truly yours,

Unit 2

Speed Groups

there is-not of which of you-r of all all - of - the

of this of the of that of us I can not I had not

I do not believe I could I would I will not and the

into the and you are of his as - to the it is is it

for the from the if you will-are is not is the

is this is there is his is he it will-be-have

for us-use-him Dear Sir Dear Mr.-Mrs.-madam

Dear Miss five cents - per cent - dollars - thousand

five thousand dollars F. O. B. five hundred - dollars

B & O five gallons - barrels - feet U. S. U. S. A.

can be can not be have you-been it has not been

he had-been he will be they can-not may be-have

million billion very well-much should be-have

we can and company as soon as as well as as much as

it will have he will have I shall not be-have this

Letters

Mrs. J. C. Miller
325 South St.
Omaha, Nebraska

Dear Mrs. Miller:

In order that we may consider properly your recent application for an account, we request you to send us the names of firms or individuals with whom you have had credit dealings. Also, please inform us regarding the business connections of Mr. Miller.

We are enclosing a stamped envelope for your convenience in replying.

Very truly yours,

Dear Madam:

We are glad to send you samples of gingham as you request and hope you will be able to make a satisfactory selection.

In placing your order we suggest you make a second choice, in case your first choice is no longer in stock.

We appreciate your inquiry and wish to serve you to your entire satisfaction.

Yours very truly,

Mr. Philip Long
364 River Road
Hartford, Conn.

Dear Sir:

Mr. Black, our credit manager, has referred your letter to the Employment Office. If you will call at this office some morning between ten and twelve, we shall be glad to talk with you.

Please bring this letter with you.

Very truly yours,

LESSON EIGHT

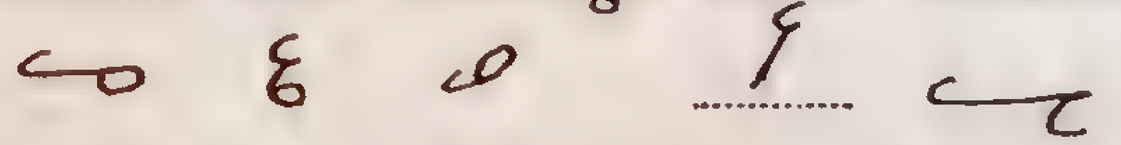
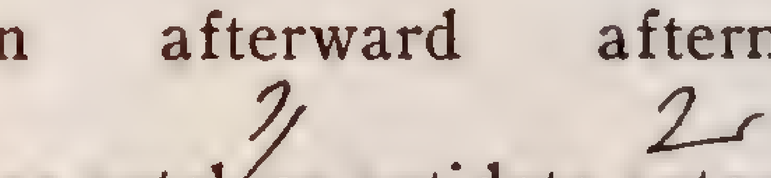
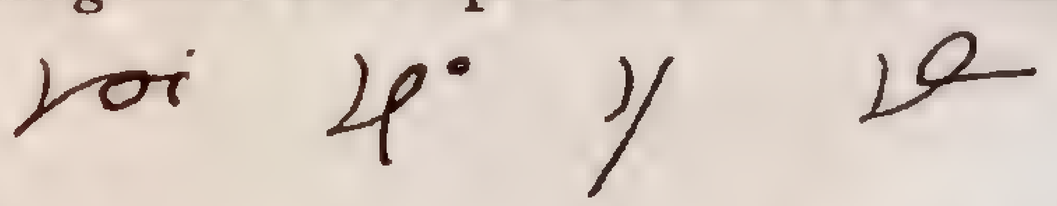
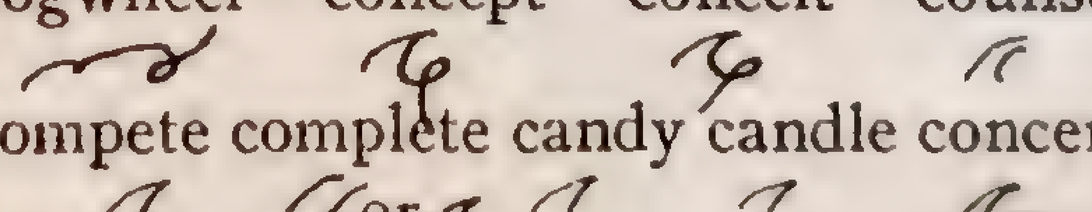
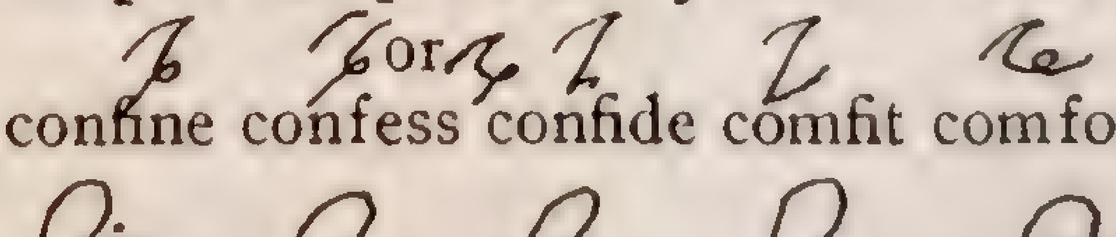
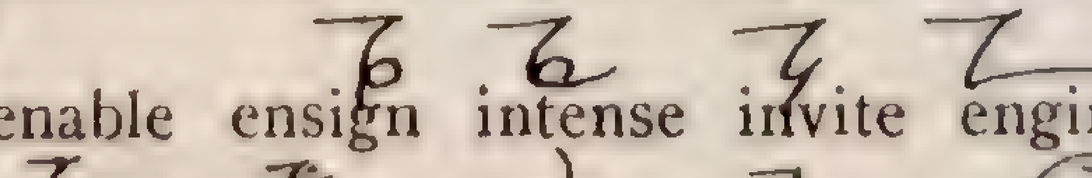
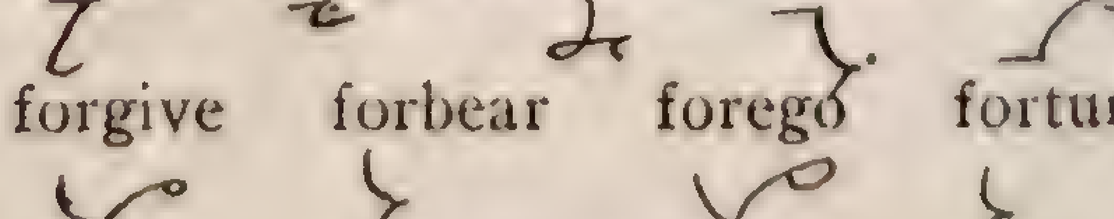
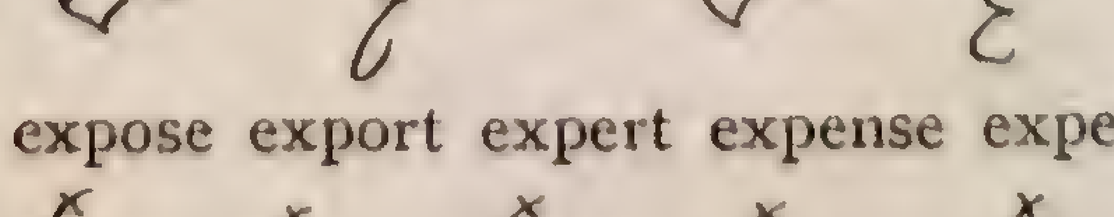
Unit 1

Prefixes—Joined

NOTE: Prefixes and suffixes are arranged in columns. The first column states the longhand prefix or suffix. The second column has the shorthand outline for them. The third column gives word illustrations.

Illustrative Words

60.

Prefixes	*SS					
AC, AD	Hook	account	accept	adjust	advance	again
AG	A					
AL	all	almost	also	although	alder	almanac
						
AFTER	after	afternoon	afterward	aftermath		
						
ANTA	NT	antagonize	antelope	antidote	anteroom	
ANTE ANTI	)					
CON, COM	K	cogwheel	concept	conceit	counsel	
CAN, COG COUN	/					
		compete	complete	candy	candle	concert
						
CONF	KF	confine	confess	confide	comfit	comfort
COMF	∩					
EM, IM	M —	emboss	impose	import	impute	embark
						
EN, IN	N _	enable	ensign	intense	invite	engine
						
FOR, FORE	F (or)	forgive	forbear	forego	fortune	
						
EX	X ×	expose	export	expert	expense	expect

*shorthand symbols.

SELF	Two S Curves Joined	selfsame	selfish	selfishness	self-made	
SUB	S (or)	subway	sublime	subscribe	subsidy	
SUP	SP	supply	suppose	support	supress-preme	
UN	U on its side	unable	uneasy	unpack	unknown	unless
SES, SIS	ſ	roses	losses	sister	scissors	sustain
SUS	ſ	suspect	suspicion	suspicious	Moses	

Unit 2

Prefixes—Disjoined

(Sometimes Joined)

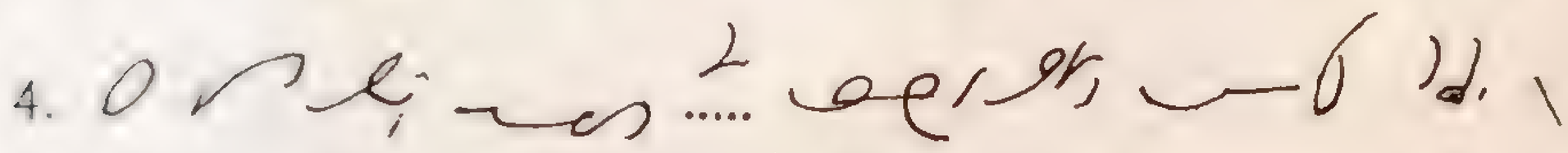
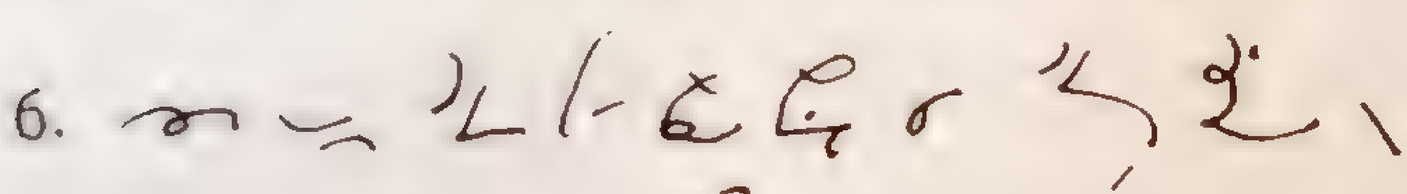
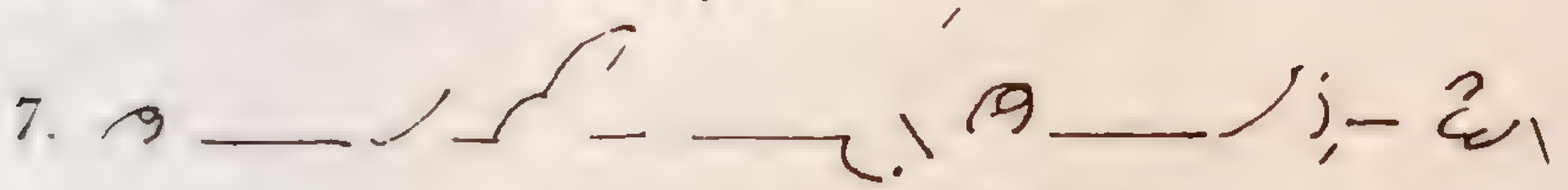
61.

ATIC ETIC ITIC	K sub- script	critic	dramatic	phonetic	erratic	poetic
CIRC CIRCU CIRCUM	C	circle	circus	circuit	circumstances	
		circular	circulation	circumference		
DES DIS	S (or)	despot	desolate	desolation	desperate	
	(or)	disguise	disgrace	distress	dispose	
ENTER INTER INTRO	NT)	entertain	entrance	interpose	interfere	
		introduce	interim	interview	enterprise	
MULTI	MUL —	multiply	multitude	multiple	multifold	

OVER	O o	overcome	overtake	overlook	overcoat
UNDER	UN ⌐	undergo	understand	underneath	
		undertook	underline	underbrush	
SUPER	SP ⌒	supervise	supersede	superman	
		superintend-ent	superpose	superfine	
TRANS	T /	transmit	transact-ion	transmission	
		transit	transform	translate	translation
		transfer	transport	transparent-verse	
EXTRA	XT ✗	extra	extreme	exterior	extraordinary
EXTER	✗	exterminate	extradition	extravagant	
MAGNA MAGNE MAGNI	Mag	magnanimous	magnet-ize	magnificent	
SHORT	SH ⌇	shorthand	shortage	shortly	shorter
SHIP	⌇	shipwreck	shipyard	shipshape	shorten

Unit 3

Sentences to Be Read

1.
2.
3.
4. 
5.
6. 
7. 

Sentences to Be Written

1. My overcoat was stolen at the circus by an underhanded thief who circulated among the crowd so that the police could not overtake him under the circumstances.

2. He was impressed by the fact that he could not get control of the very desirable government contract.

3. I understand that the ship owners accept a subsidy from the government.

4. Will you emboss the cards for me if I get an expert to supervise your work?

5. The counsel for the defense was almost ready to antagonize the judge but he endorsed the action of the lawyer for the plaintiff instead.

6. I anticipate that I shall not be incited to exert myself in order to do this work hastily and well.

7. Do not expect an unfailing supply to unfold from this parcel unless you have put a superabundance into it.

8. The note is overdue but he overlooked payment.

9. Can you transcribe the sentences to be read in this lesson? Bring your transcription to class.

10. James will translate his Latin but he cannot transport his baggage overseas.

Employ — or — Engaged — Agriculture — Retract

LESSON NINE

Unit 1

Suffixes—Joined

Illustrative Words

62.

Suffixes	*SS*	
FUL, FORE	F or)	joyful awful therefore heretofore
MENT	M —	moment element experiment lament
NESS	N –	rudeness goodness willingness fastness
LESS	L or ~	unless useless tireless fireless wireless
SELF SELVES	Two S's ∪ joined	himself herself yourself itself themselves ourselves yourselves
CTION,	KF ⌒	faction fiction fraction friction
CATION	⌒	diction location occasion occasionally
SION TION CIAN SHALL SHIP	SH ⌒	nation notion motion session potion musician martial airship warship kinship partial credential steamship petition friendship worship
GATION	GF ⌒	legation litigation segregation mitigation congregation aggregation

Unit 2

Suffixes—Disjoined

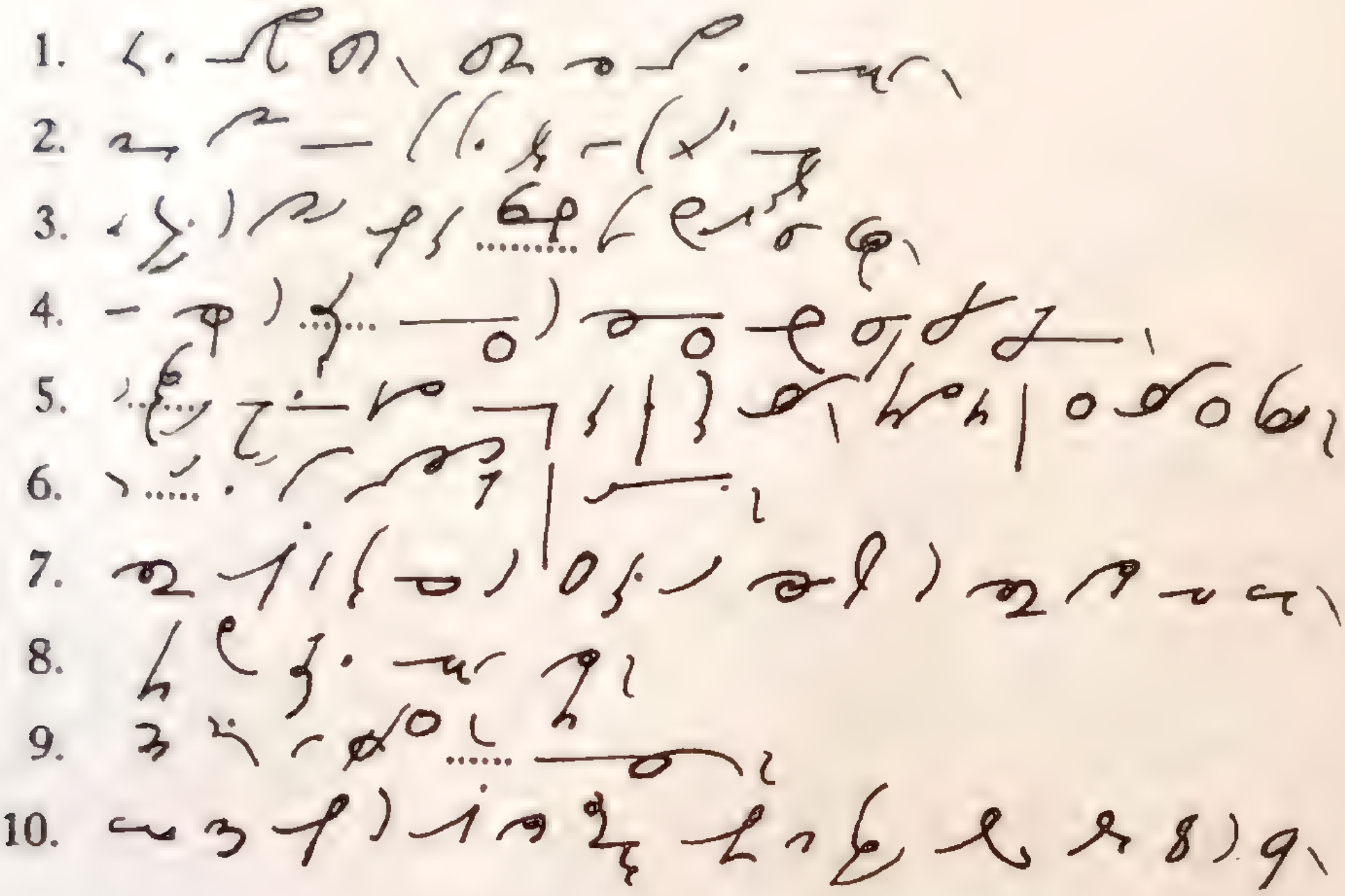
63.

ACITY ICITY OSITY	S (or)	publicity	sagacity	veracity	curiosity
		mendacity	loquacity	pugnacity	
ALITY FLITY ILITY	L	fidelity	virility	gentility	locality
ASTIC ESTIC ISTIC	ST	elastic	artistic	fantastic	scholastic
BILITY BARITY	B	ability	nobility	barbarity	liability
AVITY EVITY IVITY	V	levity	brevity	activity	cavity nativity
FICATION	F	justification	specification	fortification	
GRAM GRIM GRAPH	G	program	pilgrim	telegraph	telegram
GRAPHY	GY	geography	biography	stenography	
HOOD	OO O	manhood	boyhood	womanhood	
WARD	D	eastward	forward	onward	upward
ICAL ICLE	K	radical	logical	comical	article mythical
		particle	physical	metaphysical	fanatical

OLOGY	O	apology	biology	analogy	geology
ALOGY	A				
CIENT	F	patient	impatient	efficient	proficient
TIENT					
ULATE	UL	formulate	emulate	regulate	stimulate
MENTAL	M	supplemental	ornamental	fundamental	
		detrimental	experimental		
		temperamental			
INGTON	TN	Lexington	Flemington	Arlington	
ARITY	R	charity	clarity	parity	verity	seniority
ERITY						
ORITY						
		authority	priority	minority		
ANITY	N	vanity	sanity	serenity	divinity	unity
ENITY						
INITY						
AMITY	M T	calamity	extremity	dimity	femininity	
EMITY						
IMITY						
OLOGICAL OJ		theological	psychological	physiological		
		technology	geological	biological		

Unit 3

Sentences to Be Read



Sentences to Be Written

1. His readings and writings were enjoyable.
2. An *icicle can not be mended.
3. Washington and Wellington were noted and noble men.
4. I took a teaspoonful of the medicine when I was lamed; therefore, I know the directions were readable.
5. My vacation will be possible only if I give diligent application to my duties during the next few months.
6. Did you study theology, psychology, or physiology?
7. Can you sing the doxology from memory?
8. His loquacity and mendacity led to much curiosity and publicity.
9. Will you go by steamship or airship?
10. Will you give me the specifications for the fortification?
11. He will formulate a program and telegraph it to his company which will compliment him for being efficient.
12. He had a cavity in his tooth.
13. I have a notion to use the lotion if you think there is sufficient justification.
14. His levity and brevity revealed his nativity.
15. This young lady has great ability in stenography.

---

*Icicle Ċ

Unit 4
Suggested Review of Prefixes and Suffixes
With Further Practice on Words Below

64.

accompany

adhere

agnostic

alderman

afterglow

antimony

cognovit

cancer

contrary

countersign

conference

comforter

emanate

impart

encircle

incarnate

forage

foretell

excite

self-reliance

suborn

supplant

unaware

sesame

sister-in-law

suspend

circumflex

destination

disagree

entrust

multigraph

overrule

underwrite

superabundant

transcend

extract

carefulness

doleful

armament

gladness

guileless

fractional

rotation

rapacity

personality

bombastic

possibility

declivity

classification

diagraph

photography

childhood

backward

technical

theology

ancient

postulate

complemental

Farmington

priority

insanity

typography

sociology

generality

1. He has a strong personality. Can you define personality? Is there a possibility of doing so?

2. There are many priorities during war times.

3. This young man majored in sociology during his college career.

4. Did you ever read ancient theology?

5. He has a bombastic disposition.

6. His reading is complemental to his studies.

7. There is no justification for a modification of our present plans.

8. This young lady had her photograph taken and then made a record on the phonograph to illustrate clearly the sound of the diagraph.

9. Can you describe the topography of Brazil?

10. Some sections of the country are very backward.

11. His vanity dates from childhood.

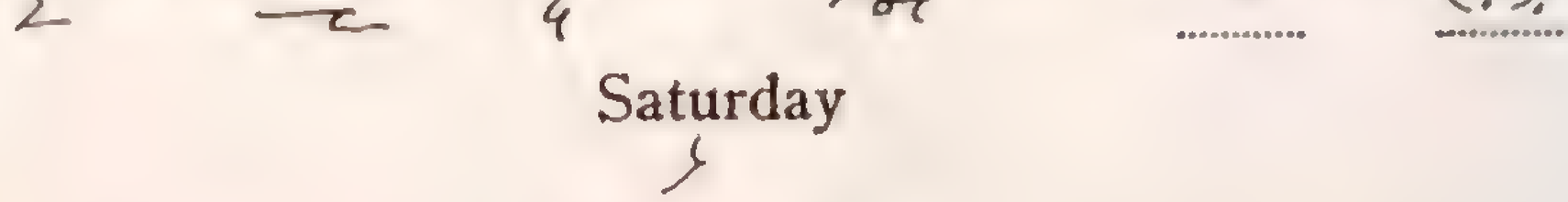
12. What is his draft classification?

LESSON TEN

Days, Months, States, Cities

Days

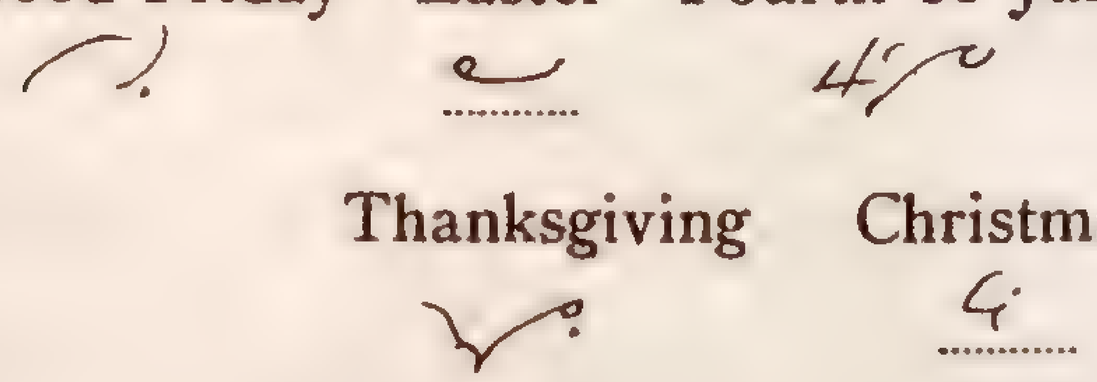
65. Sunday Monday Tuesday Wednesday Thursday Friday (or) Saturday



Special Days

Good Friday Easter Fourth of July Labor Day

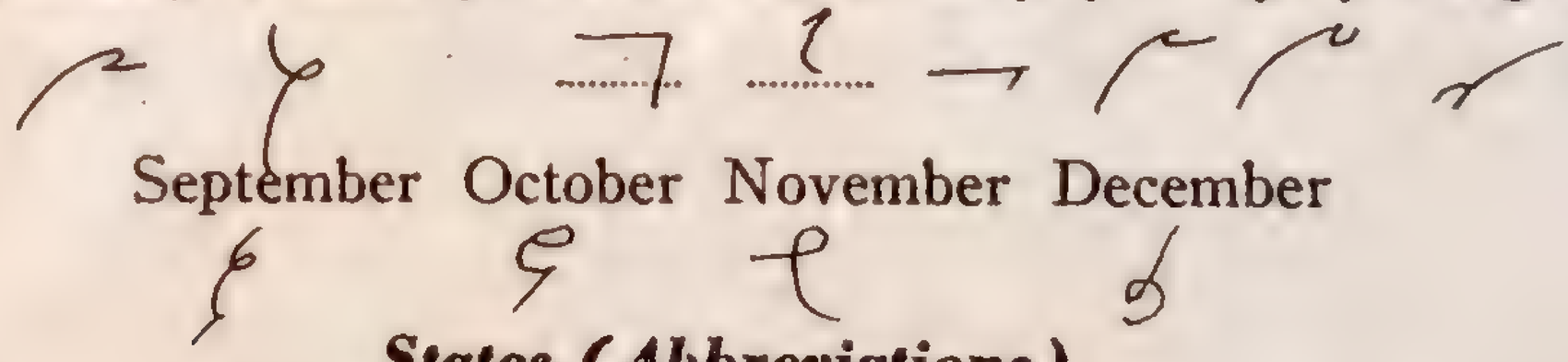
Thanksgiving Christmas



Months

66. January February March April May June July August

September October November December



States (Abbreviations)

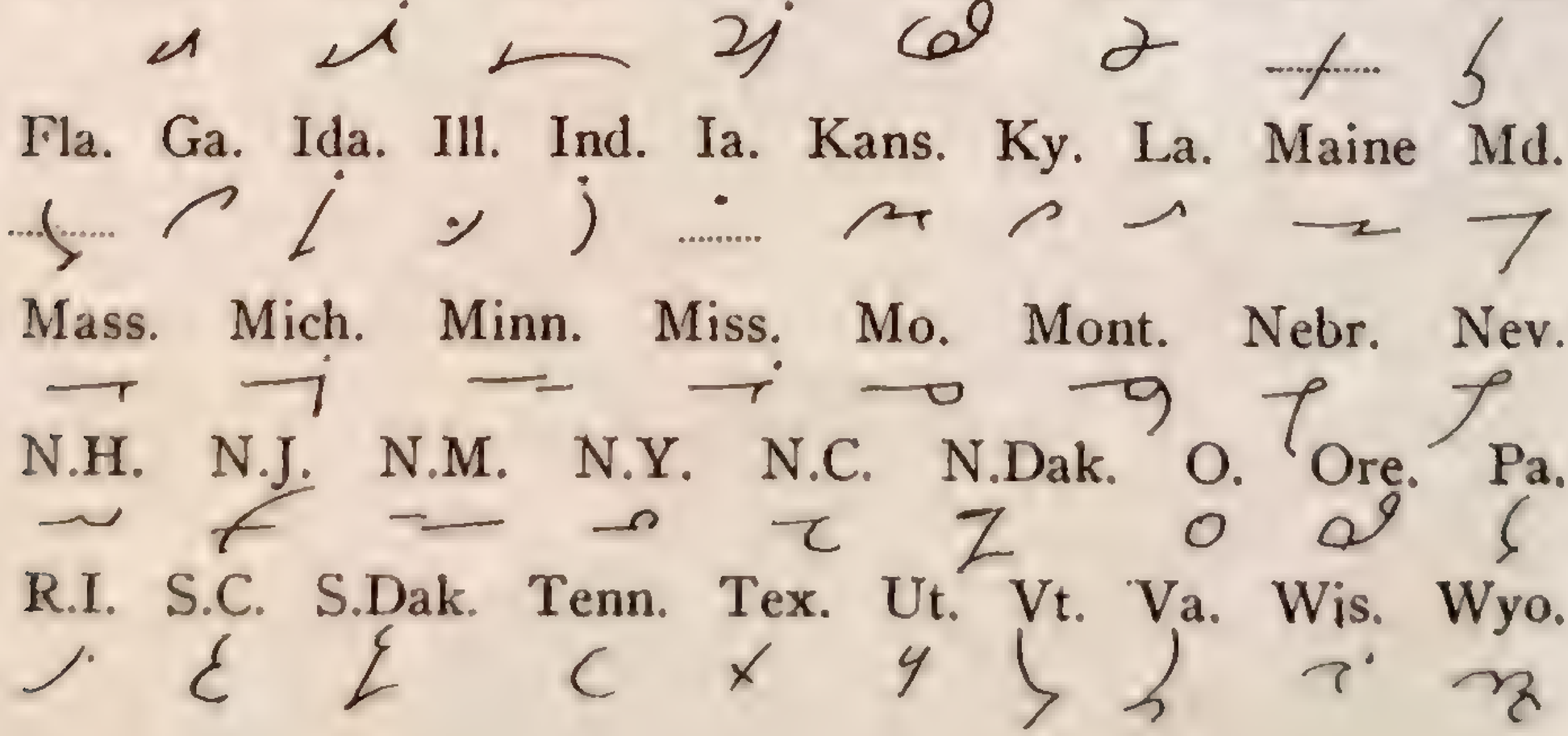
67. Ala. Ariz. Ark. Calif. Colo. Conn. Del. D.C.

Fla. Ga. Ida. Ill. Ind. Ia. Kans. Ky. La. Maine Md.

Mass. Mich. Minn. Miss. Mo. Mont. Nebr. Nev.

N.H. N.J. N.M. N.Y. N.C. N.Dak. O. Ore. Pa.

R.I. S.C. S.Dak. Tenn. Tex. Ut. Vt. Va. Wis. Wyo.



Principal Cities of the United States

Akron Albany Allentown Atlanta Baltimore Bayonne

Birmingham Boston Bridgeport Buffalo Cambridge

Camden Canton Chicago Cincinnati Cleveland Columbus

Dallas Dayton Denver Des Moines Detroit Duluth

Elizabeth El Paso Erie Evansville Fall River Flint

Fort Wayne Fort Worth Grand Rapids Harrisburg

Hartford Houston Indianapolis Jacksonville Jersey City

Kansas City Knoxville Lawrence Los Angeles Louisville

Lowell Lynn Manchester Memphis Milwaukee Minneapolis

Nashville Newark New Bedford New Haven New Orleans

New York Norfolk Oakland Oklahoma City Omaha Paterson

Peoria Philadelphia Pittsburgh Portland Providence

Reading Richmond Rochester St. Joseph St. Louis

St. Paul Salt Lake City San Antonio San Diego

San Francisco Savannah Schenectady Scranton Seattle

Sioux City Somerville South Bend Spokane Springfield

Syracuse Tacoma Toledo Trenton Troy Tulsa Utica

Washington Waterbury Wichita Wilkes-Barre Wilmington

Worcester Yonkers Youngstown

Canadian Provinces and Cities

Prince Edward Island Nova Scotia New Brunswick Quebec

Ontario Manitoba Saskatchewan Alberta British Columbia

Yukon N. W. Territory Brantford Newfoundland Calgary

Edmonton Hamilton London Montreal Ottawa Peterborough

Regina St. John Saskatoon Toronto Vancouver Victoria

Windsor Winnipeg St. Johns Grand Manan Island

Continents

North America South America Europe Asia Africa

Australia

Travel Article

Mr. and Mrs. James White left their home in Albany, New York, Saturday morning, June 7, for a tour through the Southern states of Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, and Louisiana. They traveled by boat from Albany to New York City, where they boarded a train for Washington, D. C.

At Washington they took the Southern railway for Miami, Florida, although they made short stops in Richmond, Virginia; and Raleigh, North Carolina. They would have liked to visit Wilmington, N. C., and Charleston, S. C.; but their schedule did not permit them to do so.

On their way to Los Angeles, California, they may fly from Miami to Atlanta, and from there to New Orleans. From New Orleans they will probably fly to Albuquerque, N. M., and then on to Los Angeles.

They will want to visit Pasadena and other interesting cities in Southern California.

Perhaps they will take a Southern Pacific train to San Francisco and Oakland. They will visit the Golden Gate Park while in San Francisco—perhaps on Monday, Tuesday, Wednesday, and Thursday for there is much to see in the Bay Cities. They will then go to Sacramento; Portland; Oregon; and Seattle, Washington.

From Seattle they will take the Northern Pacific to Spokane, and then drop down to Boise, Idaho.

On their return trip they will pass through Helena, Montana; St. Paul and Minneapolis, Minnesota; Milwaukee, Wisconsin; Chicago, Illinois; Indianapolis, Indiana; and Columbus, Ohio. And they may stop off in Buffalo, Rochester, and Syracuse, New York, on the latter part of the long journey.

Another interesting trip would be through the New England States of Massachusetts, with a visit at Boston, through Maine stopping at Portland and Augusta. At Eastport, Maine, they might take a boat over to Grand Manan Island, which is in the Bay of Fundy.

There are many interesting places in Vermont, New Hampshire, and Connecticut also.

Form Blends—*Original*

TH WH NK NG NCH QU CH RT

Special S Blends—*Original*

ST SM SH SN SW SK SP

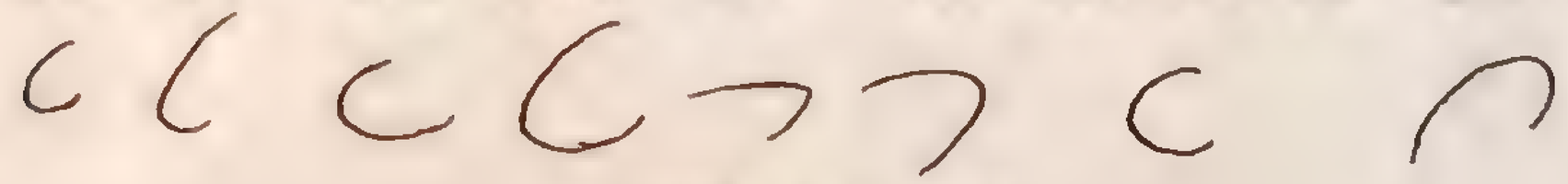
Form Blends—*Relative*

Curves

NT ND LT LY RY RK LR-RL TH(E)R

Semi-loops

TN DN TM DM MT MD DF-DV-TF JENT



Straight Lines

MEN-MEM-NEM TED-DET-DED LD RD MP

Place Blends—*Relative*

Superscript to Add R

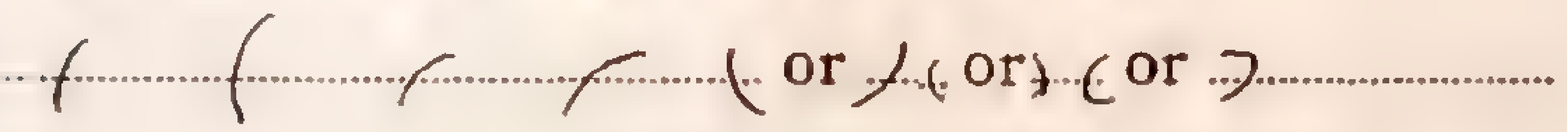
TR DR PR BR KR GR FR CR

Blends Written Superscript to Add R

STR SKR THR SPR SHR NTR

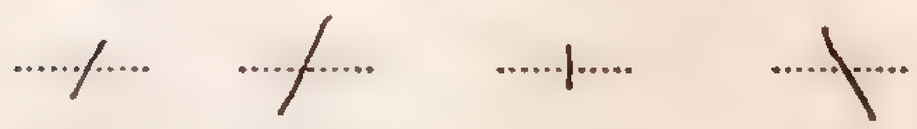
Subscript to Add L

PL BL KL GL FL SL CL



Straight Lines Subscript to Add EL

TEL DEL SHEL SWEL



Two Blends Subscript to Add L

DFL SPL

Two Curves Subscript to Add EL

VEL REL

KEY TO EXERCISES

LESSON ONE

Unit Six

(Page 11) Sentences to Be Read and Practiced

(a) Don will row on the high tide. Will you row on the high tide with me?

(b) I will meet the hero here in a moment. Will you meet the hero?

(c) Helen will meet me in the hotel. I will meet Helen in the hotel.

(d) Ellen will need the needle. Will you need a needle? I shall need a needle.

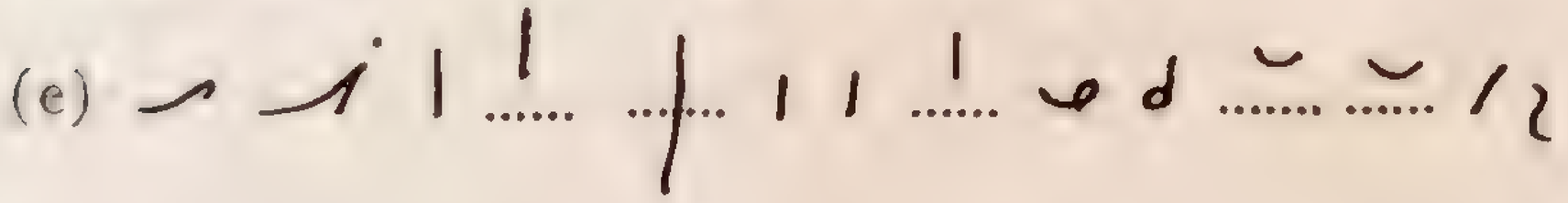
(Page 12) Sentences to Be Written

(a)

(b)

(c)

(d)

(e) 

SUGGESTION TO STUDENTS

Write each of the above sentences three times in shorthand and read every sentence each time you write it. Practice several times any outlines that give you trouble.

Do this with the following lessons also.

LESSON TWO

Unit Five

(Page 19) Sentences to Be Read and Practiced

(a) The dime is mine. Can you use the dime if I give it to you?

(b) Please give me a clean plate to put the good bread on.

(c) Will you wait till I bake the bread? It will be good bread.

(d) The little lad has had his bread and milk and will now lie down.

(e) The good judge will give the jury a special charge.

(f) Do you hear the hum of the lute? I like to hear the hum of the lute on a clear night.

(g) Are you going to take Helen home in the car?

(Pages 20-21) Sentences to Be Written

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

(i)

(j)

LESSON THREE

Unit Five

(Page 30) Sentences to Be Read and Practiced

(a) He will take his fiddle and play a lively tune for us.

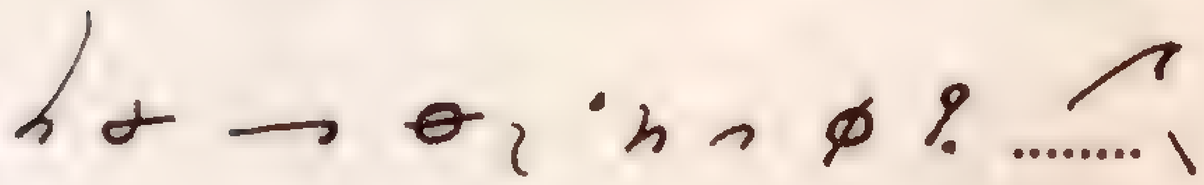
(b) She will go to the creek with him to fish but she will not fib about the fish she catches.

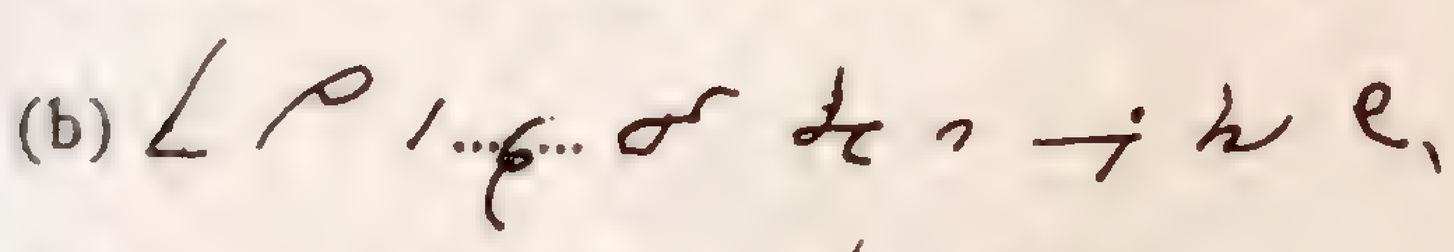
(c) I will write you a letter and I shall expect to hear from you soon.

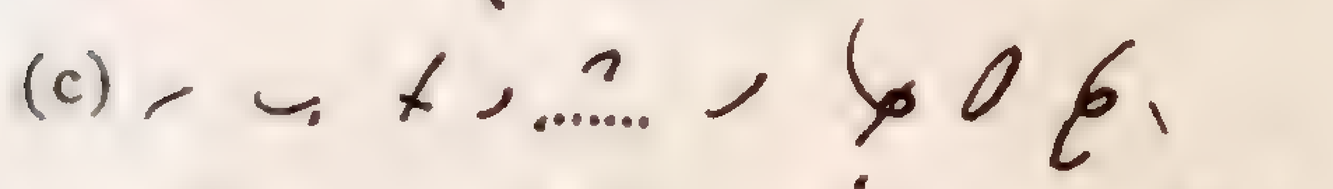
(d) Did you sell a sea shell or did you catch a fish by the gill?

(e) We have a rag rug on the floor behind the door.

(Pages 31-32) Sentences to Be Written

(a) 

(b) 

(c) 

(d)

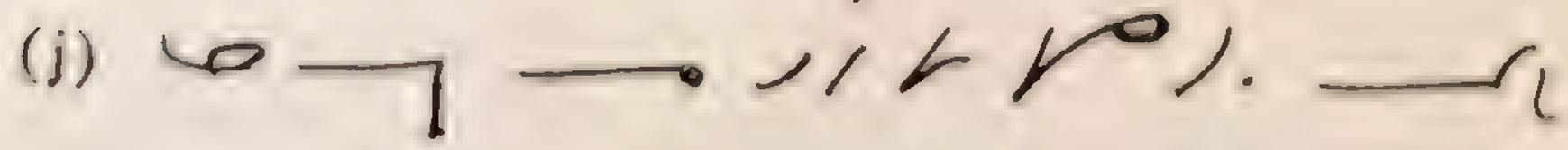
(e)

(f)

(g)

(h)

(i)

(j) 

LESSON FOUR Unit Five

(Pages 44-45) Sentences to Be Read and Practiced

(a) What will be their rank in the cast?

(b) Where are the men who were on duty?

(c) The dance which will be held on Thursday night will stop at 12 o'clock.

(d) I think our visitors will remain the rest of this month.

(e) When and where will you stock the stream with fish?

(f) Where were you while the whale was in sight?

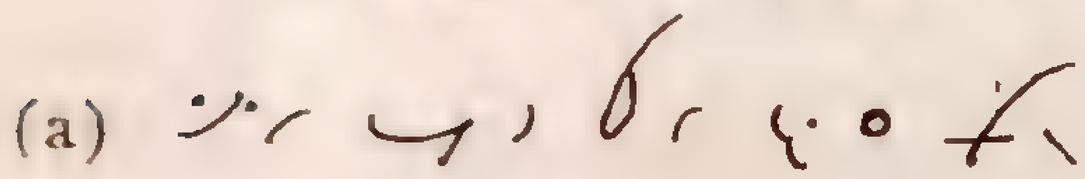
(g) Do you remember the quota of money we had to raise?

(h) The water will quench his thirst, and if there is enough of it, it will also quench the fire.

(i) We would thank you to do immediately the thing I spoke to you about.

(j) Can you skate? I will go to the rink with you and try.

(Pages 46-47) Sentences to Be Written

(a) 

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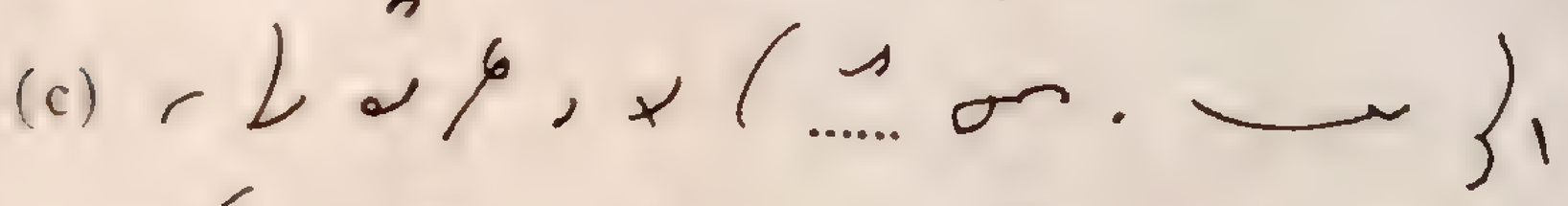
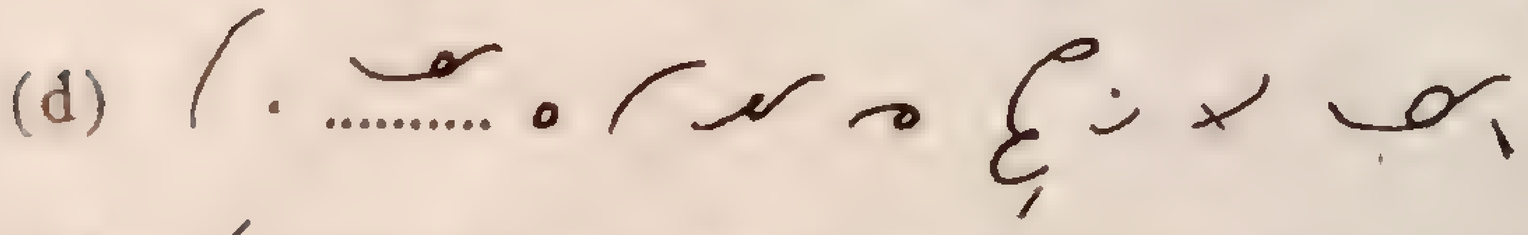
(c) 

(d) 

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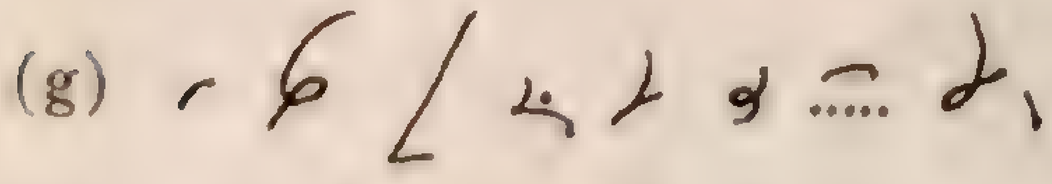
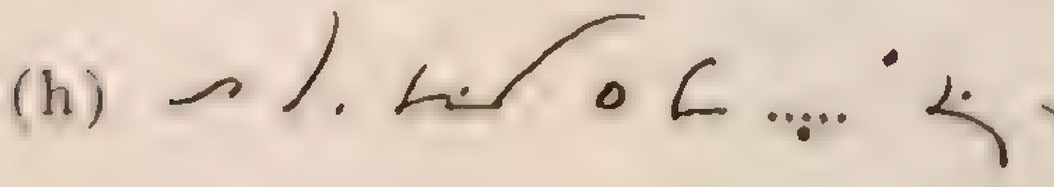
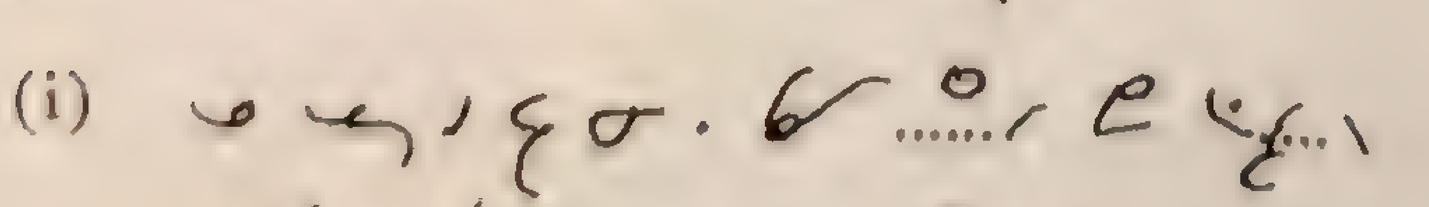
(g) 

(h) 

(i) 

(j)

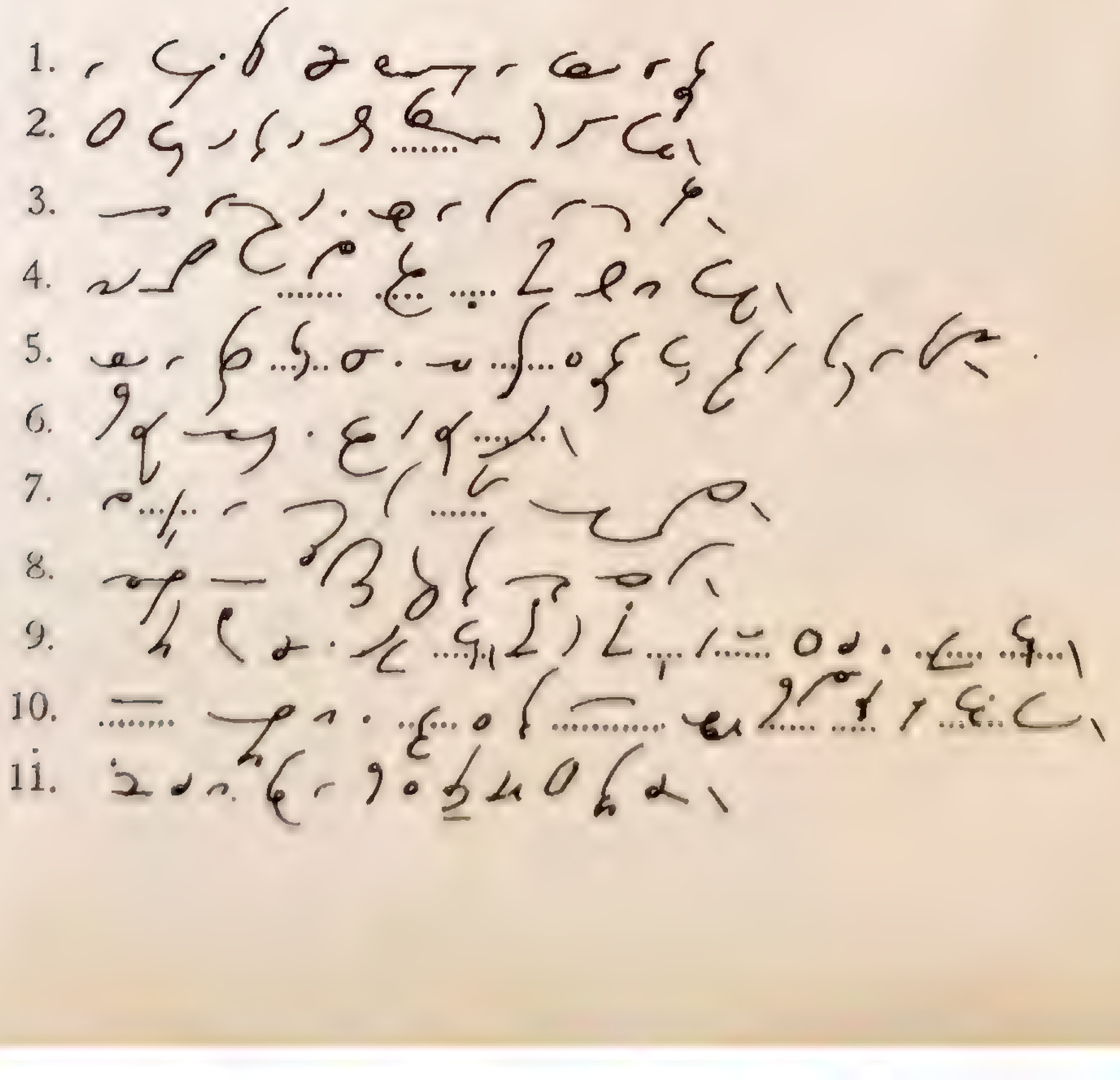
LESSON FIVE

Unit Four

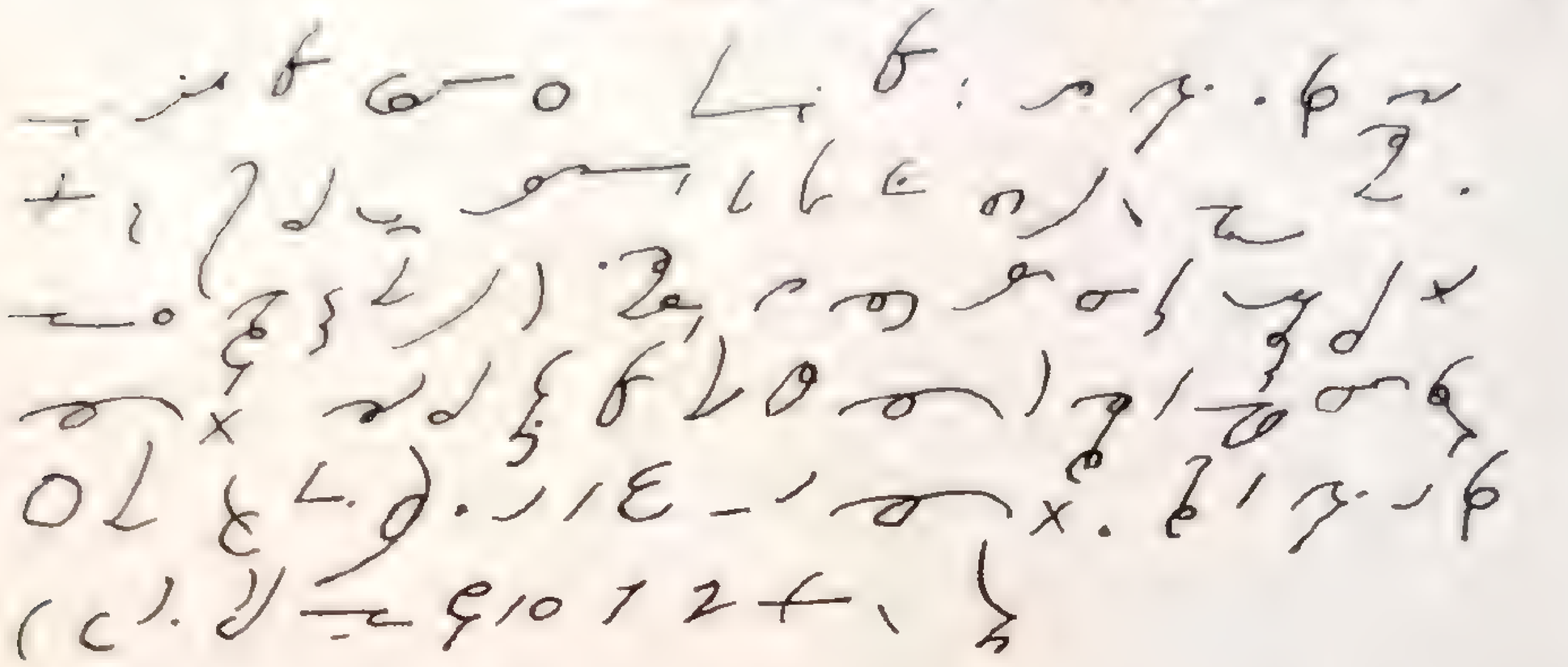
(Page 52) Sentences to Be Read and Practiced

1. We shall not deface the edifice nor the temple.
2. We must pass through a dense woods to get to the tennis grounds.
3. Did you say notion or motion? knave or native? map or mop?
4. I said bent not bend, sent not send, lent not lend, rent not rend, went not wend.
5. Can you find the tennis racket for me? I shall find it on the tennis grounds in the tenth round.
6. Will you get Smith & Co. to deliver the merchandise to us tomorrow?
7. They delivered the merchandise some time ago; it is now in the store ready for sale.
8. What kind of merchandise did they deliver today?

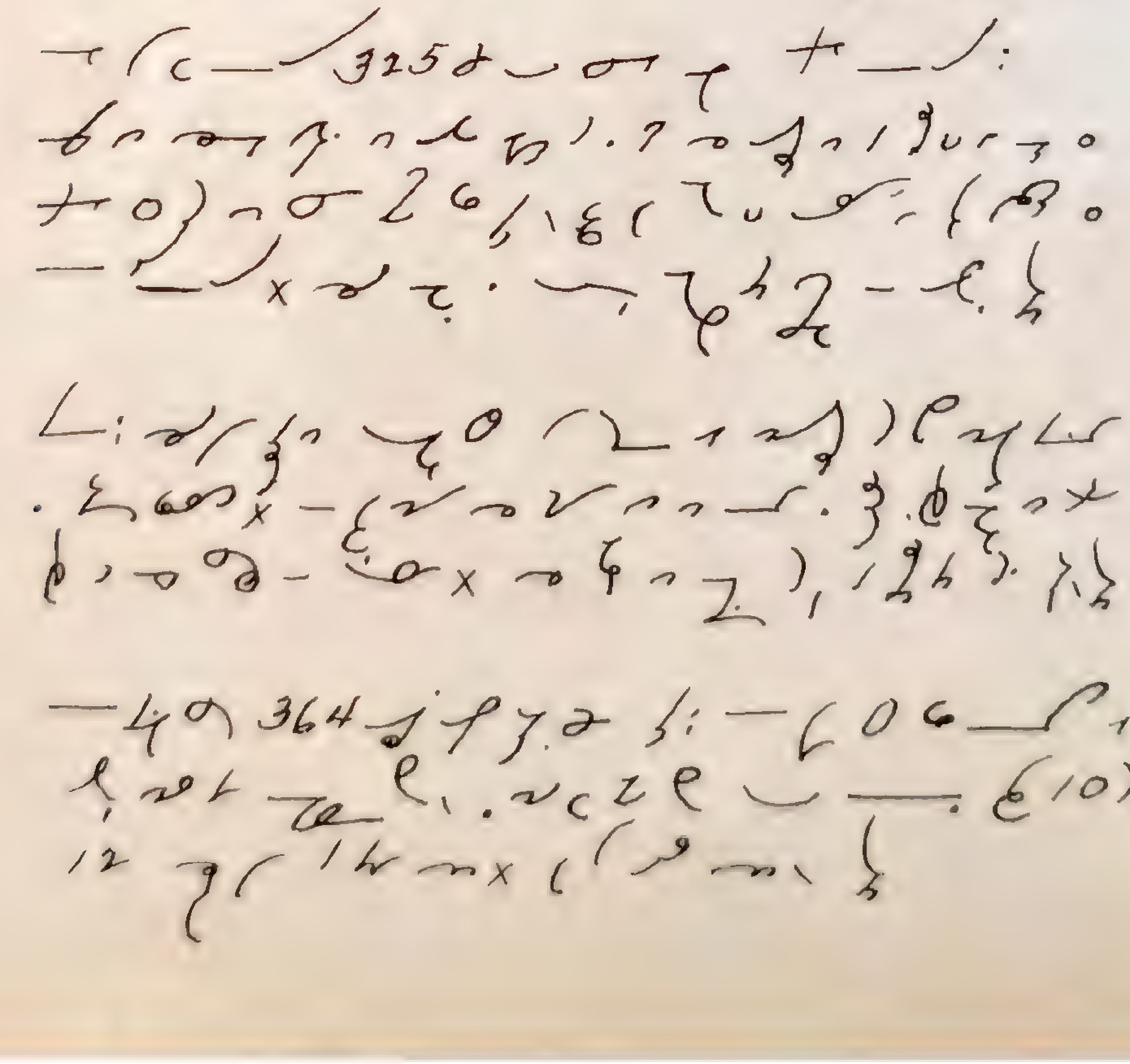
Sentences to Be Written



LESSON SEVEN (Page 83) Letters



(Page 85) Letters



LESSON EIGHT

Unit Three

(Page 89) Sentences to Be Read and Practiced

1. We wish to employ several men to distribute the circulars.
2. We charge interest on accounts of more than $300 which are more than sixty days past due.
3. Our office manager is planning to introduce some new methods which should make our work more efficient.
4. Our agent received instruction from the home office to retract his statement about interfering.
5. He took great interest in his interview with the chairman of the appointment committee.
6. We were highly entertained by the expert opinions of the distinguished scientist.
7. These men are engaged in manufacturing. Those men are interested in agriculture.

Sentences to Be Written

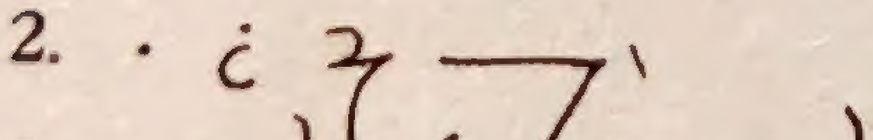
LESSON NINE

Unit Three

(Page 93) Sentences to Be Read and Practiced

1. It was an enjoyable occasion. Occasionally we enjoy a musical.
2. You may gain more by being patient than by exercising impatience.
3. His fidelity and gentility led to his promotion by the officers of the corporation.
4. In worship and in friendship manhood and womanhood move onward toward atonement.
5. His prosperity enabled him to give much to his church and his lodge. Do you give much to your church or lodge or both?
6. Was there a good congregation at church this morning?
7. We cannot ride to business now, for our tires are worn out.
8. Did you ever attend a musical comedy?
9. Can you sing the doxology from memory?
10. Unless you can read and write these sentences readily, you had better review them.

Sentences to Be Written

1.
2.
3. 
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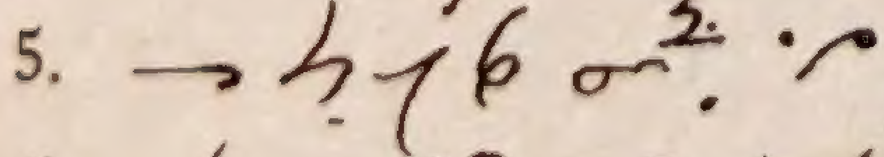
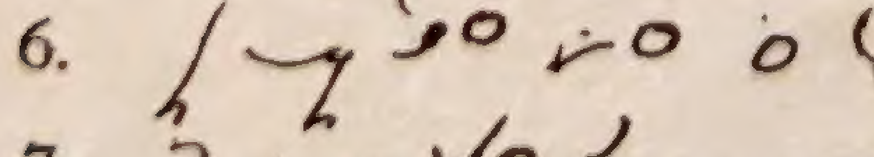
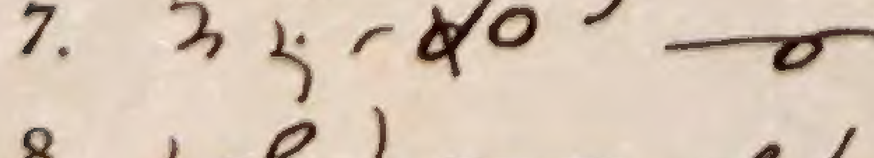
5. 
6. 
7. 
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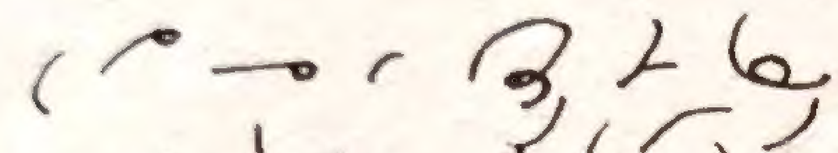
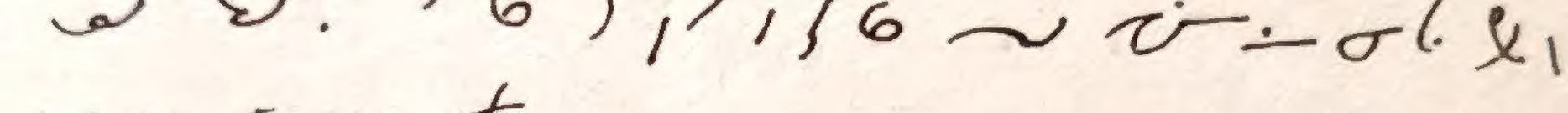
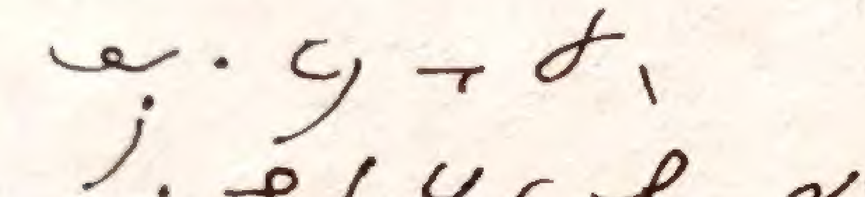
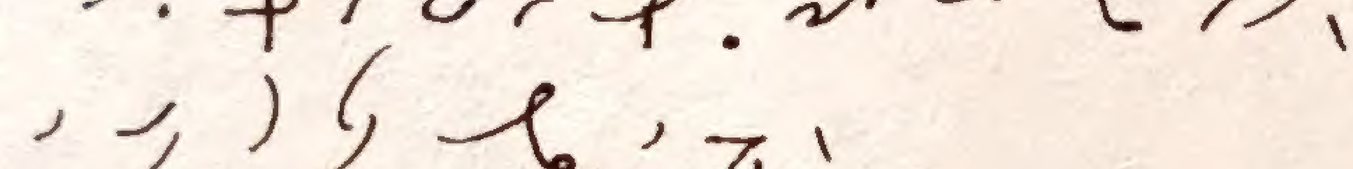
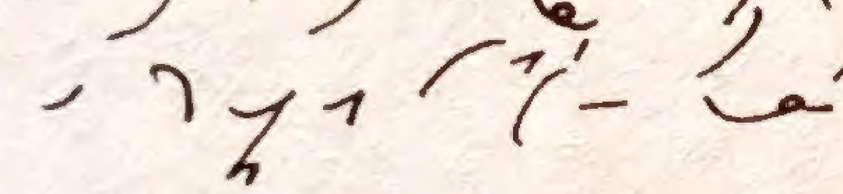
LESSON NINE (continued)

9.
10. 
11. 
12. 
13. 
14. 
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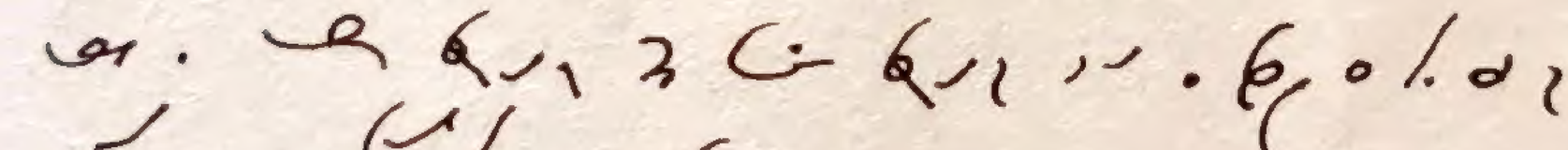
(Page 95) Review Sentences

1. 
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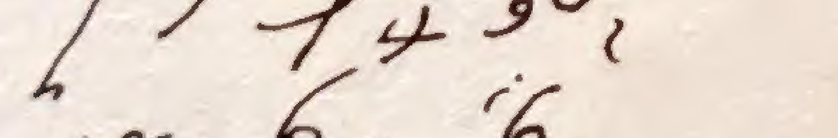
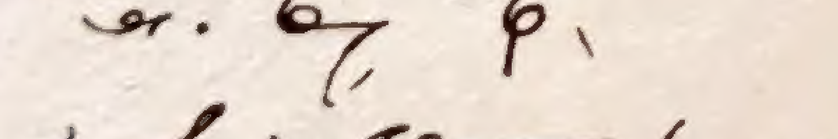
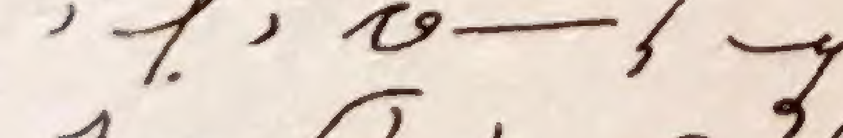
4. 
5. 
6. 
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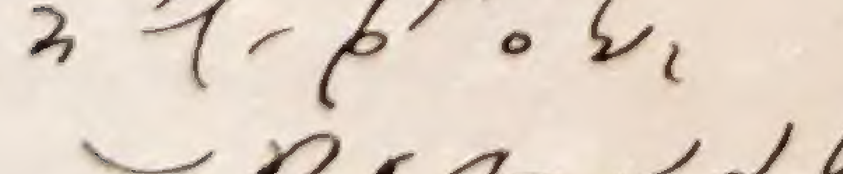
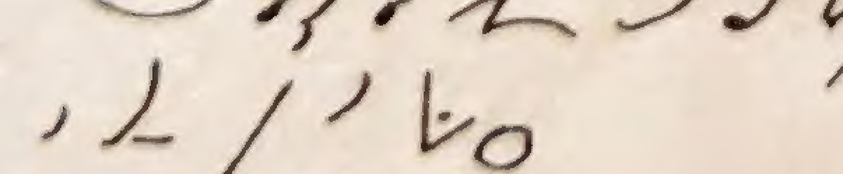
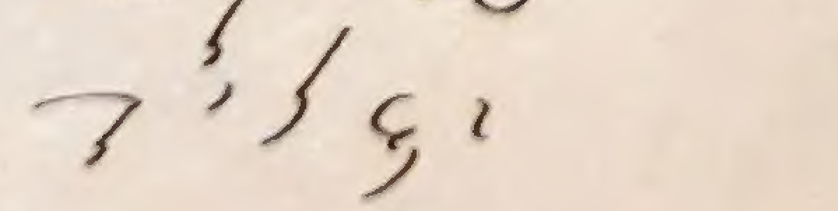
10. 
11. 
12. 

LESSON TEN

(Page 99) Travel Article

REFERENCE

SHORTHAND

"There are many systems of shorthand. SHORTHAND [by John C. Evans] . . . is designed to meet the demand for a practical self-teaching guide and to provide a text for classroom use . . . This system, built around the circle, . . . also is said to be the only one having a complete alphabet . . . Evans' shorthand is called 'voice writing,' with silent letters omitted from the outlines — 'we only write what we hear.' Setting forth that this system may be learned in a few weeks at home, this handbook offers a series of 10 lessons, with charts and samples and sentences to be written and read back, a key being provided at the end of the volume. . . ."

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